

Salary Advance Request



EMPLOYER NAME

EMPLOYEE DETAILS

EMPLOYEE NAME

REQUEST FOR ADVANCE

I request a salary advance detailed below:

AMOUNT OF ADVANCE

REPAYMENT AUTHORISATION

I authorise the following deductions from pay in order to repay the above advance. In the event that I should terminate my employment prior to the repayment of the entire advance, I understand and agree that any unpaid balance will then become immediately due and payable and this can be deducted from my final payment of salary.

Date	Amount	Date	Amount

ADDITIONAL INFORMATION

EMPLOYEE SIGNATURE

DATE

AUTHORISATION BY EMPLOYER

AUTHORISED SIGNATORY

DATE

PLEASE FORWARD TO TANDEM PAYROLL LTD

Fax: 08717 143 367
Email: paymatters@tandempayroll.co.uk
Post: Tandem Payroll Ltd, 5 Lancing Close, Werrington, Peterborough, PE4 6QX

FOR OFFICE USE ONLY

SIGNATURE CHECKED BY