

PAYROLL ADVANCE AGREEMENT

Northern California Conference of Seventh-day Adventists

Email : payroll@nccsda.com

Phone : (916) 886-5600 x229

Name _____
Please print

Phone _____
(For contact with questions)

Employee # _____

I would like to request an advance in the amount of \$, .

I would like this amount deducted as follows:

Month _____

Payroll Mid Month End of Month

Please mail my check to: Address _____

Please wire to my direct deposit bank account on file with NCC.

Reason for Advance:

Payroll advances are normally deducted from the next paycheck. Unless otherwise approved, the amount of the payroll advance can be no more than the net pay of the next check. In the unlikely event that my employment ceases, I authorize the Northern California Conference to deduct any amount of my advance from my final check.

Date _____ Signature of Employee _____

For Office Use Only

Date _____ Approval _____

Check # _____ Date processed _____

Account	.	Sub-Account	.	Fund	.	Dept	.	Rest
133100	.	_____	.	10	.	0000	.	0A

Pay Period _____ CODE 33000 \$ _____

Please return completed form to Payroll