

PAYROLL ADVANCE AGREEMENT

Northern California Conference of Seventh-day Adventists

Email : payroll@nccsda.com

Phone : (916) 886-5600 x224

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

Please set me up to receive direct deposit and wire to the attached bank account. (If choosing this option, please include a voided check and direct deposit form.)

Reason for Advance:

Note: All advances for hourly employees must be signed and submitted via email to Payroll by the employees' supervisor.

Advances submitted by the hourly employee or without supervisor approval will not be processed. This policy does not apply to hourly employees working within the Northern California Conference headquarters office.

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

Date _____ Signature of Employee _____

Signature of Supervisor (hourly employees only) _____

For Office Use Only

Date _____ Approval _____

Check # _____ Date processed _____

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

Please return completed form to Payroll