

PAYROLL ADVANCE AGREEMENT

Northern California Conference of Seventh-day Adventists

Email : payroll@nccsda.com

Phone : (916) 886-5629

Fax : (888) 502-9698

An Advance request received by 9:00 AM will go out in the same day mail (Mon—Thurs) or will be available for pickup after 4:00 PM.

Name _____ Phone _____
Please print (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 _____

I will pick up my check in the NCC office.

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

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