



Advance Policy

A payroll advance is receipt of pay prior to your next regular pay check. The amount received in advance is deducted from your next regular pay check. Advances are subjected to all taxes and other deductions in effect at the time the check is run.

A payroll advance may be requested in the following circumstances:

1. When the start date of a new employee causes an excessive financial burden.
2. In accordance with the contract, a Northwinds of Wyoming, Inc. employee can request an advance based off of circumstances defined as unforeseen, unplanned, and unavoidable which require an employee to secure funds on short notice and the employee has exhausted all other reasonable sources of financial relief.

Advance Contract

I understand that if I terminate prior to repayment of the advance in full, the advance balance due at the time of termination will be deducted from my final paycheck. This will include using the balance of accrued annual leave to settle the advance due if necessary. If all unpaid earnings at the time of termination are insufficient to settle the advance, I will make personal payment or sign a promissory note to Northwinds of Wyoming, Inc. for the balance due.

Signature of Requesting Employee

Date

Approval Signature – Supervisor

Date

Approval Signature – Upper Management

Date

Advance Information

Section is to be completed by the employee and a representative from the payroll office.

Advance Amount: \$ _____

Repayment Terms (Employee Initials an Option)

_____ **Option 1.** I understand Northwinds of Wyoming, Inc. will deduct this advance from my next regular payroll check in a one-time deduction for the balance in full.

_____ **Option 2.** I understand payments must be payroll deducted, and the loan balance must be paid in full in _____ days, in _____ number of payments of \$ _____, beginning on _____.

Payroll Office Representative

Date