**REQUEST FOR PAY ADVANCE (C0VID-19)**

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a request for a pay advance of $                               .

❑   I agree to repay the pay advance of $                        by working on days I am off when we return to full business. These dates will be discussed with me and I understand that is how I will repay my payment advance. I understand that no interest will be charged on the amount owed.

Repayment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pmt # | DateBorrowed | Payment | Date Re-payed |   | Pmt # | DateBorrowed | Payment | DateRe-payed |
| 1. |   |   |   |   | 4. |   |   |   |
| 2. |   |   |   |   | 5. |   |   |   |
| 3. |   |   |   |   | 6. |   |   |   |

I hereby agree to the indicated financial arrangement which will result in my financial indebtedness to my employer. Consequently, any monies owed the employer for services rendered, pay advance(s) or products purchased are considered to be an advance against any future pay whether earned through regular pay or overtime pay.

If my employment ends for any reason before the advance is repaid, I agree that any unpaid balance will be deducted from my final paycheck as permitted by state wage and hour laws. If a balance remains after such deductions from my final paycheck, I will immediately pay off the balance owed.

Employee’s Signature                                                                    Date

Employer’s Signature                                                                     Date