

# ADVANCE PAY REQUEST

\$ \_\_\_\_\_ DATE: \_\_\_\_\_

**TO DEPARTMENT OF FINANCE – PAYROLL COORDINATOR**

**FROM DEPARTMENT OF:** \_\_\_\_\_

**PLEASE PAY TO:** \_\_\_\_\_ **EMP ID#** \_\_\_\_\_

**ADVANCE ON PAY PERIOD FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**REASON:** \_\_\_\_\_

**RATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
DEPT. HEAD

**APPROVED:** \_\_\_\_\_  
HUMAN RESOURCE DIR

**APPROVED:** \_\_\_\_\_  
FINANCE DIRECTOR

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**DO NOT WRITE BELOW FOR PAYROLL USE ONLY**

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**ADVANCE PAY #:** \_\_\_\_\_

**TOTAL GROSS:** \_\_\_\_\_

**FICA:** \_\_\_\_\_

**MEDICARE:** \_\_\_\_\_

**FEDERAL:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**RETIRE:** \_\_\_\_\_

**457 DEF:** \_\_\_\_\_

**UNION DUES:** \_\_\_\_\_

**MEDICAL:** \_\_\_\_\_

**CREDIT UN:** \_\_\_\_\_

**VOL DEDS:** \_\_\_\_\_

**VOL DEDS:** \_\_\_\_\_

**RETAINER:** \_\_\_\_\_

**NET:** \_\_\_\_\_

**TOTAL ESTIMATED AMOUNT PAYABLE\*:** \$ \_\_\_\_\_

- **THIS IS AN ESTIMATE. ACTUAL DEDUCTIONS OCCUR WHEN PAYROLL CHECKRUN IS PROCESSED. ESTIMATED ADVANCE PAY WILL BE DEDUCTED FROM CHECK PROCESSED FOR ABOVE PAY PERIOD.**