

Southern Tier Environments for Living, Inc.

ADVANCE ON WAGES

Employee Information:

Name: Last First M.I. SS#

Department Date:

Advance Information:

Date pay advance is needed:

Actual pay period of the wage advance:

Have you already received a wage advance this year? Yes No

If so, how many?

Where would you like this check sent to? Home Department

REASON FOR ADVANCE:

Empty box for Reason for Advance

Employee Signature Date

Authorization Information:

The above requested advance on wages has been: Approved Disapproved

Authorized Signature Date

FOR ACCOUNTING USE:

Net Pay:

Date: