



REQUEST FOR SALARY ADVANCE

VTNR Operations

To be Completed by the Employee Requesting Salary Advance:		
Employee Name:	Last 4 Digits of SSN:	Employee ID:
Department:	Vendor ID (to be completed by Payroll):	
Reason for Salary Advance: <i>Please explain your reason for requesting this salary advance and attach a signed copy of your current time report and any other documentation that would support your request. This must comply with Personnel Policies and Procedure Section 12.10 Salary Advances.</i>		
AMOUNT REQUESTED: <input type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> OTHER _____ I hereby request a special check in the amount noted above, to be paid in advance. My signature below indicates approval for the State to withhold the full amount of this salary advance from my paycheck which is scheduled to be paid on __/__/__. I certify that the State Treasurer does not have a legal attachment against my salary for this pay period. Employee Signature: _____ Date: _____		
If approved please (choose one): <input type="checkbox"/> Call when check is ready for pick-up Phone No.: _____	<input type="checkbox"/> Mail check to: Address: _____ City: _____ State: __ Zip: _____	
Review & Approval by Employee's Supervisor and Personnel Officer:		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (indicate reason) _____	Supervisor Signature: _____	Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (indicate reason) _____	HR Administrator Signature: _____	Date: _____
Personnel Officer Fax or Mail Completed Form and Supporting Attachments to:		
VTNR Operations, Payroll, 120 State Street, Montpelier, VT 05620-2504 FAX: 828-2435		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (indicate reason)	VTNR Operations Director: _____	Date: _____
*****NOTICE *****		
VTNR Operations cannot issue a payment in the current calendar year and record the payment in another. Any requests for salary advances received between the date of the last salary payment in a calendar year and the beginning of the next calendar year shall not be honored.		