

**BATES COLLEGE
HUMAN RESOURCES DEPARTMENT
AUTHORIZATION FOR PAYROLL ADVANCE**

I, _____,
(Name of Bates employee)
have requested \$ _____ as an advance against my future earnings
at Bates College.

I hereby authorize the Payroll Office to deduct \$ _____
from my paycheck(s) to be issued _____.
(payroll dates)

If a paycheck does not contain sufficient funds to meet the agreement upon
payment, the balance of the payment shall roll over to the next following
paycheck.

I further agree that if I leave employment at Bates College before this debt is
paid, I will reimburse the College for the remaining balance.

Employee _____ Date _____

Payroll Specialist _____ Date _____

Administrative _____ Date _____