



TURKS AND CAICOS ISLANDS GOVERNMENT

SALARY ADVANCE REQUEST FORM

Instructions: A request for a salary advance should only be made in cases to alleviate serious and unforeseeable financial hardship on your next pay. Please fill out the information below and submit through your Head of Department.

EMPLOYEE REQUEST:

Employee Status: (check one) **Confirmed Employee** **Contract Employee**

Employee Name: _____ **Employee ID:** _____

Department: _____ **Position Held:** _____

REASON FOR SALARY ADVANCE

Please explain your reason for requesting a salary advance and attach documentation to support your request.

Salary Advance Requested: \$ _____ **Present Monthly Gross Salary: \$** _____

I hereby request a salary advance in the amount stated above. I have read and understand the Staff Advance Policy, January 2014 and I agree that any advance made to me will be applied for the purpose state above and repaid in accordance with instructions in the Staff Advance Policy. My signature below indicates approval for the Government to withhold the full amount of this salary advance in equal monthly installments of \$ _____ from my pay.

I certify that there is no outstanding debt due Government.

Employee Signature

Date

REVIEW AND APPROVAL

Endorsed Not Endorsed Comments: _____

Deputy Governor / PS / HOD

Date

Eligible Not Eligible Comments: _____

Human Resource Director

Date

Approved Not Approved Comments: _____

Accountant General

Date

***** NOTICE *****

The Treasury Department cannot issue a payment in the current financial year and make deduction(s) in another. Any requests for salary advances received between the date of the last salary payment in a financial year and the beginning of the next financial year shall not be honoured.