

**THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON
REQUEST FOR EMPLOYEE EMERGENCY LOAN**

*This form is to be completed by the employee and
forwarded to the Payroll Department.*

1. Name of Employee (Printed) _____
2. Employee Banner ID _____
3. Requested Loan Amount (Maximum \$250) _____
4. Reason for Emergency Loan:

5. EMPLOYEE DEDUCTION AUTHORIZATION

My signature below authorizes:

deduction(s) in the amount of \$ _____ (amount of loan) from my **next** regular
pay (s) on _____

Employee's Signature _____ Date _____

Employee's Department _____ Ext No. _____

6. FOR ACCOUNTING USE ONLY

Payroll Review/Processed by: _____ Date _____

Date Needed:

Approved/Not Approved: Approval Not Approved

Controller's Signature _____ Date _____

Reason if not Approved _____

Notification to Employee by: _____ Date _____