



Rainier School District #13

ADVANCE SALARY REQUEST

Please fill in the blanks and sign the bottom. You are allowed to draw against days worked only. Draws will be calculated from the first of the month to the date of the request. Fill in the amount you would like (the maximum amount allowed is 75% of the amount earned at the time of the request). IRS rules require mandatory deductions be taken from payroll draws. This will lower the draw amount received.

The amount drawn will be withheld from the next regular monthly paycheck you receive.

Approved requests received in payroll by 12:00pm Tuesday will be processed that Friday. Requests received later will be processed the following week.

No draws will be processed the week prior to payday.

No employee will receive more than two draws per year.

| NAME | EMPLOYEE ID # | AMOUNT OF DRAW REQUESTED |
|------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------|
| | | ___ The maximum of 75% of my wages earned since the first of this month. |
| PLEASE SELECT ONE OF THE FOLLOWING: | | |
| ___ Mailed to address on file | | |
| ___ Picked up at the district office | | |
| ___ Direct Deposit (<i>if already established</i>) | | ___ \$ _____ (Set amount has to be less than 75% of my wages earned since the first of this month) |
| Employee Signature: _____ | | Date: _____ |

DISTRICT OFFICE USE ONLY:

___ **APPROVED** - This employee has not exceeded the maximum amount of draws this fiscal year.

___ **DENIED** - This employee has exceeded the maximum amount of draws this fiscal year.

Superintendent or Designee Signature: _____ **Date:** _____

If you have any questions email: shalana_harrison@rsd.k12.or.us or please call 503-556-3777 extension 402