



**Employee Advance Agreement**

Client Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee SSN: \_\_\_\_\_

Advance Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Advance Payback to Start: \_\_\_\_\_

Amount per pay period: \_\_\_\_\_

I, \_\_\_\_\_, agree that the amount stated above will be with held form my payroll check from Matrix Employee Leasing per pay period. Should my employment with Matrix Employee Leasing, and or the client company, \_\_\_\_\_, for any reason I understand that the balance will be with held from my last check.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_