

Rainier School District Advance Salary Request

Instructions

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 max allowable is 75% of amount earned at the time of the request. IRS rules require mandatory deductions taken from payroll draws. This will lower your draw amount received.

The amount drawn will be withheld from your next regular paycheck.

Approved requests received in payroll by 9:00am Wednesday will be processed Friday. Requests received later will be processed the following week. No draws will be processed the week prior to payday.

No person will receive more than two draws per year.

Name	Employee ID #	Request a draw in the amount of:
Please select one of the following:		
(If not marked, your check will be mailed on the day it's ready)		
<input type="checkbox"/> Mailed to address on file <input type="checkbox"/> Picked up at the district office		<input type="checkbox"/> the maximum of 75% of my wages earned since the 1st of this month or <input type="checkbox"/> \$ _____ (Less than 75%)
<input type="checkbox"/> Direct Deposit (if already established)		
Employee Signature: _____		Date: _____

DISTRICT OFFICE USE ONLY:

Approved - employee has not exceeded maximum amount of draws this fiscal year

Denied - employee has exceeded maximum number of draws this fiscal year

Superintendent or Designee Signature: _____ Date: _____

E-mail lexi_louis@rsd.k12.or.us. If you have questions, please call 503-556-3777, extension 263.