

## CASH ADVANCE FORM

I, \_\_\_\_\_, hereby acknowledge receipt of  
Employee name

\_\_\_\_\_ Pounds as cash advance from The Landmark London on  
date \_\_\_\_\_.

I agree to repay the above amount on \_\_\_\_\_, according to the  
schedule outlined below:

£\_\_\_\_\_ Salary Deduction over \_\_\_\_\_ months.

Please, specify the reason: \_\_\_\_\_

Should I fail to repay the said amount in accordance with the above schedule, The Landmark London is entitled to make any and all deductions from my salary, wages or benefits until the said amount is repaid. If I should leave the employment of The Landmark London prior to the time this advance is repaid, I hereby acknowledge and agree that the amount of this cash advance shall be due in full at that time. I also authorise The Landmark London to deduct the amount of the cash advance from any monies due to me from the company at the time of my termination of employment.

This agreement is made voluntarily by me on this day.

### **To be completed by Payroll prior to other signatures:**

Monthly Net Wages of Employee:	£
Current owed to the company (season ticket, cash advance, study loan etc.)	£

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Financial Controller

\_\_\_\_\_  
Director of HR

\_\_\_\_\_  
General Manager