

Sample Application for an Advance Payment to a New Appointee

New Appointee's Name (Last, First MI)		SSN
TO BE COMPLETED BY NEW APPOINTEE AND APPROVING OFFICIAL		
I, _____, request an advance payment of:		
Check One:	One pay period(s) salary	
	Two pay period(s) salary	
Explain Financial Need:	I am requesting an advance because:	
I understand that:		
The amount of the advance payment will be recovered by deduction from my pay check in:		
Check One	Lump Sum (If you checked "Lump Sum" go to Item 4.)	
	Installments	
I elect to make repayment in _____ installments. (Enter a whole number no greater than 7 for an advance of one pay period's pay or enter 14 for an advance of two pay periods)		
I understand that I may prepay all or part of the balance of the advance payment at any time.		
I understand that the outstanding balance that is not repaid at the time of transfer to another Federal agency will be collected under the provisions of DOJ Orders 2120.3B and 2121.4E at a biweekly rate not to exceed 15 percent of disposable income.		
I understand that if I leave Federal service, the unwaived outstanding balance will be recouped from assets available for attachment by the Federal government.		
New Appointee's Signature		Date
Approving Official's Signature		Date
TO BE COMPLETED BY PERSONNEL OFFICE		
Based on the above request, an advance payment is authorized. The new appointee has been advised of the repayment procedures. A copy of the appointing Notification of Personnel Action (SF-50) is attached.		
Personnel Officer's Signature		Date
Organization Code		EOD Date
Gross Amount Advanced: \$		
Net Amount Advanced: \$		