

Employee Assistance Loan Application



The Employee Assistance Loan Fund exists to provide funds to an employee of Providence Northwest Washington, who has passed the probationary period and is in good standing, with financial help in an emergent financial situation. Actively employed persons may request a no-interest loan not to exceed \$500.00. The loan is to be paid back through payroll deduction at a minimum rate of \$50.00 per pay period. An employee may request only one loan at a time and may not initiate another for at least one year following completion of payback. Assistance for payment of credit card bills will not be allowed. There is a limitation of two loans per employee during their employment.

Documentation of bills and services that will be paid using the funds from the loan must accompany the loan application. If the Loan is approved the funds will appear on the employees next pay check, this can take up to two weeks depending on payroll processing. We will not be able to process an application that is incomplete.

NAME: _____ **PHONE:** _____

MGR: _____ **DEPT:** _____ **EXT:** _____

REQUESTED LOAN AMOUNT: \$ _____ **DEDUCTION AMOUNT PER PAY PERIOD:** \$ _____

REASON: _____

Application is not complete if supporting documents are not received with this application.

I agree to the payroll deduction amount noted above for paying back this loan. I understand that if during the period of reimbursement there ceases to be an employer - employee relationship, I will be responsible for the remaining balance. This remaining balance will be deducted from my final paycheck.

Submit your application and all supporting documents to Human Resources, Lower Level - Pacific Campus or fax to 425-258-7801.

Signature

Date