

Employee Loan Application

For

Coastal Plain Area EOA, Inc. Personnel

Fax#: 229-245-7885 (Send Loans to this fax only)

Name: _____

Amount Requested:

\$ _____

Mailing Address:

Street

County

City

State

Zip

Employee #: _____

Workplace: _____

Hire Date: _____

Have you received an employee loan before? Yes No

If yes, please enter the date when loan was received _____

Would you like to: have my check mailed pick my check up: phone# _____

Signature: _____ Date: _____

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Loan Officer Signature:

Carla Hodge

Date

Approving Authority:

Tanita Daniels, Finance Director

Date

Randall W. Lane, Executive Director

Date

PAYROLL DEDUCTION FORM

I _____ **HEREBY AGREE TO THE**
Print your Name
PAYROLL DEDUCTIONS FROM MY BI-WEEKLY WAGES UNTIL
MY EMPLOYEE LOAN, THROUGH COASTAL PLAIN AREA
EOA, INC. IN THE AMOUNT OF \$ _____, HAS BEEN PAID
(Total Loan Amount+ 15%)
OFF.

EMPLOYEE SIGNATURE

DATE

Deduction Start Date	Pay Period ending Date	Amount
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$

**Coastal Plain Area
Economic Opportunity Authority, Inc. (CPAEOA)
Employee Loan Agreement**

I hereby agree to the terms and conditions of the Employee Loan Fund program. I further agree to adhere to all regulations set forth by this agreement.

Item:

1. A payroll deduction form must be signed to process loan.
2. The maximum loan amount will not exceed \$250.00.
3. Employee Loan Funds can only be obtained when prior loan is paid in full.
4. Employee Loan will have to be repaid within 3 month.
5. Payroll deduction will begin immediately following the loan payment.
6. A 15% administration fee is added to the total loan amount.
7. If employee leaves or is terminated before loan is paid off, outstanding loan balance will be deducted from employee's final payroll check. If final check is not sufficient to pay the loan in full, employee will be required to pay the balance within 15 days of separation. If not paid within this time, legal action will be taken.
8. The loan is only available to full-time employees with six (6) months employment with the Agency.
9. The Employee Loan process can take up to 10 working days. If check is not received after the 10th day please notify the Accounts Payable.
10. Head Start employee will have to repay employee loan before summer holiday.

Signature

Date

Print Your Name

Revised: 2/17/2016