



FINANCIAL HARDSHIP FORM

If you're experiencing or expect to experience financial hardship, you should make your line manager aware of the situation. As a responsible employer we don't want our staff to have financial concerns and have this procedure in place to allow you to request access to wages that will be due to you on your next pay day. This system should not be subject to abuse or manipulation.

- 1) You may access up to a maximum of 40% of your gross outstanding wages (after deductions) during a month. This will be paid by BACS and cannot be in cash.
- 2) You may only make one application per month and not on consecutive months.
- 3) This is must be authorised by a Director, on a case by case basis and can be refused.

NAME	
BRANCH NAME	

AMOUNT REQUESTED (£ or %)	
REASON FOR REQUEST	

I confirm that I have genuine financial concerns as detailed above.

I agree that my monthly pay can be split into multiple BACS payments and will be assumed to be equivalent to my total wage as detailed on my PAYE pay slip.

SIGNED	
PRINT NAME	
DATE	

DIRECTOR SIGN			
PRINT			
DATE		AUTHORISED YES/NO	