

## PAYROLL ADVANCE (DRAW) REQUEST

Please reference the current [Draw Due Dates](#) memo for submission deadlines and estimated pay dates.

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Hours  
Worked To-Date: \_\_\_\_\_

Hourly Pay Rate: \_\_\_\_\_

Gross Earnings To-Date  
(Hourly Rate x Hours Worked): \_\_\_\_\_

Draw Amount Requested  
(You can only draw up to 75%  
of Gross Earnings To-Date): \_\_\_\_\_

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

Did you know that direct deposit is now available for draw payments through Corpay?  
**This is separate from any direct deposit that you may have established for payroll purposes.**  
To opt-in, self-enroll now at <https://enrollment.nvoicepay.com/?customer=CommunityActionTeamInc>.

### Supervisor Verification (Required):

By signing below, you are confirming that the details reported above regarding hours worked to-date and current rate of pay for this employee are accurate.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Action Team, Inc.**  
Fiscal Department  
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