



TO: Employee

FROM: Payroll Services

DATE: DATE

RE: Salary Advance Request and Repayment Guidelines

This memorandum is to document your salary advance request; advise you of the conditions associated with your request and to provide you with the terms for repayment. Please be advised that your salary advance request must also be reviewed and approved by CUNY before it can be issued. Please see below.

Reason for Salary Advance Request

(Enter very briefly rationale for proceeding with salary advance request. For example...)

ADJUNCT, John Smith, was not paid regular check on DATE due to CUNY-wide OSC processing issue.

Salary Advance Request Guidelines

1. The salary amount for which you are eligible is up to sixty percent (60%) of the amount you requested or * \$_____.
2. To assist the College with preparing your salary advance, you are required to review in entirety this memorandum, sign and date it below and submit it (along with any supporting documentation) to Payroll Services via the secure portal at:
<https://securetransfer.cuny.cuny.edu/filedrop/payrollservices@ccny.cuny.edu>.
3. Within 48 hours of submitting this document to Payroll Services, you will be invited via email to register as a vendor (supplier) with CUNY's Vendor Management Unit (VMU). You must complete this process.
 - a. To do so, please access the invitation to register email from CUNYBuy<donotreply.cunybuy@cuny.edu> and follow the steps to complete registration.
 - b. Please be advised that during the registration process you will be required to upload a completed IRS W9 form. For your convenience, with this document, you have been provided an IRS W9 form to complete.

Upon your completion of the vendor (supplier) registration process, it will take up to seven (7) business days to issue you the salary advance. Please be advised that the timeframe to receive your salary advance check is contingent on the time it takes for CUNY VMU to process your vendor registration. You will receive the salary advance via paper check or wire (payment by wire may require bank fees not covered by the College) from the College's Payroll Services.

* The paycheck issued by CUNY after your pay advance may be impacted by higher payroll withholdings. Please plan accordingly.



Repayment Guidelines

- 4. You agree to repay in full the payment advance by DATE.
- 5. You agree to make payment **in full** by cashier’s check or money order to the following:
The City College of New York, 160 Convent Avenue, New York, NY 10031.
You must indicate on the check, “Repayment for Payment Advance” and include date payment advance received.
- 6. You understand that if you are unable to meet the repayment due date (as provided in #5 above), you must notify Payroll Services in advance of the due date or as soon as practicable.
- 7. You understand that failure to repay the payment amount advanced to you, may result in your account being sent to collections and you being barred from receiving pay advances in the future.
- 8. You further understand that failure to repay the payment amount advanced to you by the end of the applicable calendar (tax) year may result in your being sent a 1099 NEC (Non-Employment Compensation) tax form to your last address on record with the College.

Please print and sign below. Please be advised that by providing your signature, you acknowledge receipt of this document and you understand that if you have questions regarding the contents, you will contact Payroll Services at payrollservices@ccny.cuny.edu for assistance.

EMPLOYEE NAME (Print & Sign Name) DATE

PAYROLL MANAGER (Print & Sign Name) DATE