



**Play Centers, Inc. / Play and Learn**  
 "Your First Choice for Quality Child Care and Education"  
 in Anne Arundel County, Baltimore City,  
 and Baltimore County



## EMPLOYEE LOAN REQUEST FORM

Dear Human Resources Director,

\_\_\_\_\_ is respectfully requesting a loan in the amount of \$ \_\_\_\_\_.  
 (Employee's FULL Name [printed])

for \_\_\_\_\_.

The payment for this training will be paid by  Company AMEX Credit Card **~OR~**  
 Company Check, made payable to \_\_\_\_\_. (Please check only ONE.)

If approved, \_\_\_\_\_, respectfully requests that \$ \_\_\_\_\_.  
 (Employee's FULL Name [printed])

per pay check (**\$25.00 minimum**) be payroll deducted to repay the loan amount.

Sincerely,

(Director's FULL Name [printed])  
 Director at \_\_\_\_\_

**(NOTE: No more than \$250.00 will be loaned to an employee at any given time.)**

| HUMAN RESOURCE (HR) DIRECTOR'S USE ONLY  |       |
|--|-------|
| <input type="checkbox"/> NOT Approved, Reason: _____   | _____ |
| Date of Denial: ____ / ____ / ____   | _____ |
| ~~~~~  |       |
| <input type="checkbox"/> Approved  | _____ |
| Date of Approval: ____ / ____ / ____   | _____ |
| Start Date for Payroll Deductions: ____ / ____ / ____  | _____ |
| Payment Documentation Received: <input type="checkbox"/> AMEX Receipt -OR- <input type="checkbox"/> Company Check Stub |       |
| Loan Agreement Sent: ____ / ____ / ____  | _____ |
| Signed/Dated Loan Agreement Received: ____ / ____ / ____   | _____ |