



The University of North Carolina at Chapel Hill has established an emergency loan program available to eligible UNC Chapel Hill employees for reasons of severe financial hardship for which the employee has an immediate need for financial assistance. Examples include a family medical emergency, threatened foreclosure or eviction from a primary residence, emergency automobile repairs, or termination of utilities.

**Only SHRA/EHRA/Faculty permanent employees with at least 12 months continuous University of North Carolina at Chapel Hill employment are eligible to apply for a loan. Temporary employees, UNC System employees and UNC Health Care employees are not eligible.**

**INSTRUCTIONS**

You **must provide supporting documentation** of the emergency need for which the loan is being requested with this form. The documentation must be less than 30 days old. Failure to provide supporting documentation renders the request incomplete and will cause delay. You may fax the form and supporting materials to 919-962-6010, mail to 104 Airport Drive, CB#1045, Chapel Hill, NC 27599 or send them via scan/email to [benefits@unc.edu](mailto:benefits@unc.edu).

If you have questions about the Emergency Loan Request, please contact the Benefits & Leave Support Center at (919) 962-3071.

**I. BACKGROUND INFORMATION**

<b>Employee Name</b> (print):		<b>Date:</b>	
<b>Employee Department Name</b> (print):		<b>PID:</b>	
<b>Employee Home Address</b> (print):		<b>Last 4 digits SSN:</b>	XXX-XX-
<b>Phone Number</b> (and/or number where you can be reached between 8 a.m. and 5 p.m.)		<b>Loan Amount Requested (\$50-\$500):</b>	
		<b>UNC Chapel Hill Employee:</b> ___ Yes ___ No	

**NOTE: Repayment must be by payroll deduction.**

**II. EMERGENCY LOAN INFORMATION**

I am requesting an emergency loan from UNC-Chapel Hill for the following reasons (please check all that apply):

- Past Due Utilities** (indicate specific utility, Gas, Electric, Water etc) \_\_\_\_\_
- Past Due Rent/ Mortgage**
- Past Due/ Unforeseen Medical Expense**
- Unforeseen Car Repair**
- Past Due Childcare Expenses**
- Past Due Taxes**
- Unforeseen Home Repair**
- Other** (please explain) \_\_\_\_\_

(continued)



Any Additional Information:

\_\_\_\_\_

The employee's submission of this request form serves as a acknowledgement by the employee that he/she has no other resources available for financial assistance (including a lending institution) and that he/she agrees to the repayment terms established by the University.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**III. EMERGENCY LOAN REPAYMENT TERMS & AUTHORIZATION FOR PAYROLL**

I, \_\_\_\_\_, hereby authorize my employer, The University of North Carolina at Chapel Hill, to deduct from my salary the amount of \$\_\_\_\_\_ each pay period beginning with the next pay period and continuing until the debt of \$\_\_\_\_\_, which I owe to The University of North Carolina at Chapel Hill, is satisfied.

The repayment period will be **10 biweekly** pay periods for SHRA employees or **5 monthly** pay periods for EHRA employees.

I am paid on the (check one): \_\_\_ biweekly payroll \_\_\_ monthly payroll.

If the emergency loan is approved by OHR Benefits, it goes to Accounts Payable who processes a direct deposit that may take 7-10 business days to be available in the primary account that payroll deposits to.

Subject to wage and hour laws, I further authorize The University of North Carolina at Chapel Hill to deduct any outstanding balance due under this loan from my final paycheck upon my separation from employment at The University of North Carolina at Chapel Hill.

I understand that the authority to permit this payroll deduction is granted by North Carolina General Statutes under Chapter 143, Article 59, Part I.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Last Four of employee's Social Security Number:** \_\_\_\_\_

**For Office Use Only:** Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Approved \_\_\_ Denied-Reason: \_\_\_\_\_ By: \_\_\_\_\_

Emergency Loan Repayment Deduction Begins: \_\_\_\_\_

Added to Payroll Deduction Spreadsheet: \_\_\_ Yes \_\_\_ No