Office of Human Resources

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.

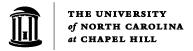
Only SHRA/EHRA/Faculty permanent employees with at least 12 months continuous University of North Carolina at Chapel Hill employment are eligible to apply for a loan. Temporary employees, UNC System employees and UNC Health Care employees are not eligible.

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.

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

I. BACKGROUND INFORMATION		•	
Employee Name (print):		Date:	
Employee Department Name (print):		PID:	
Employee Home Address (print):		Last 4 digits SSN:	XXX-XX-
Phone Number (and/or number where you can be reached between 8 a.m. and 5 p.m.)		Loan Amount Requested (\$50-\$500):	
		UNC Chapel Hill Employee:YesNo	
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)		



Office of Human Resources

Emergency Loan Request Form & Payroll Deduction Authorization

Any Additional Informa	tion:		
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:			
EMPLOTEE SIGNA	NIUKE	DATE.	
III. EMERGENCY LO	DAN REPAYMENT TERMS & AU	JTHORIZATION FOR PAYROLL	
to deduct from my sala until the debt of \$	ry the amount of \$ e , which I owe to The Unive	orize my employer, The University of North Carolina at Chapel Hill, ach pay period beginning with the next pay period and continuing ersity of North Carolina at Chapel Hill, is satisfied. For SHRA employees or 5 monthly pay periods for EHRA	
I am paid on the (check	cone): biweekly payroll	monthly payroll.	
	s approved by OHR Benefits, it gosto be available in the primary a	pes to Accounts Payable who processes a direct deposit that may account that payroll deposits to.	
-	e under this loan from my final pa	University of North Carolina at Chapel Hill to deduct any aycheck upon my separation from employment at The University	
I understand that the a Chapter 143, Article 59		uction is granted by North Carolina General Statutes under	
EMPLOYEE SIGNATURE:DATE			
Last Four of employe	e's Social Security Number:		
For Office Use Only	: Reviewed by:	Date:	
ApprovedDe	nied-Reason:	By:	
Emergency Loan Repa	yment Deduction Begins:		
Added to Payroll Dedu	ction Spreadsheet:Yes	No	