



EBENEZER Foundation
Emergency "SOS" Loan Application*

Name _____ Employee # _____ Date of Hire _____

Home Street address _____ City _____

State _____ Zip _____ Telephone (home or cell) # _____

Work location/Site Name _____ Requested Loan Amount \$ _____

Please complete the eligibility questions below and carefully review the repayment obligations before submitting.

Eligibility Questions:

Yes No
☐ ☐

Do you have at least 6 months of service?

☐ ☐

Have you exhausted all other financial resources?

☐ ☐

Are you authorized to work more than 30 hours per pay period? (Employees authorized to work between 30 and 60 hours per pay period may receive up to \$500 and employees authorized for 60 hours or more are eligible for up to \$1000)

☐ ☐

Do you have an acceptable performance and attendance record? (You must have no corrective action, including verbal or written warning, in the preceding 6 months and currently not on leave of absence)

☐ ☐

Have you had an Emergency loan in the past? (Employees must have no outstanding loans and any previous loans must have been repaid in full for at least 6 months before applying again.)

☐ ☐

Is all documentation attached? (Loan amount must not exceed the amount stated on the documentation - example: overdue bills, late rent notices, etc. Loan applications without documentation will not be approved)

Repayment Obligations:

A "Payroll Deduction Authorization Form" must be submitted to payroll upon receipt of loan check in order to set up repayment of the loan amount.

A minimum loan payment of \$40.00 per pay period is required. Once set up, it will be automatically deducted from employee's paycheck until the loan is paid in full.

Loan repayment must begin no later than one month after the loan has been granted.

If employment terminates before the balance is paid in full, the remaining balance will be due immediately via payroll deduction or personal check.

Applicant's Signature: _____ Date submitted: _____

NOTE: It may take up to 2 weeks to process your loan. Outdated applications will not be accepted.

***All loans subject to availability of funds.**