

CITY OF BELGRADE

**91 E. CENTRAL
BELGRADE, MT 59714**

www.ci.belgrade.mt.us

Advance Mid Month Pay Request

The pay date for the City of Belgrade is the 30th of each month. You may sign up for an optional mid-month draw check, which is processed on or around the 15th of each month. The amount of the Advance Mid Month Pay Check must be less than 1/2 of your Net (take-home) Pay for the month.

Employee Name (printed): _____

Please mark one of the options below to indicate whether or not you want to receive an Advance Mid Month Pay Check on the 15th of each month.

_____ NO, do *not* process an Advance Mid Month Pay Request.

Cancel Advance Mid Month Pay: Effective Date: _____

_____ YES, I authorize the City to process a monthly Advance Mid Month Pay Check:

Effective Date: _____

In the Amount of (not to exceed 1/2 of my Net Pay): \$ _____

Change Amount from _____ to \$ _____

** Note: The Mid Month Pay Request will be administered in check form. Mid Month Pay is not eligible for direct deposit. Checks will be located in Payroll at City Hall.

Employee's Signature: _____ Date Signed: _____