

EBENEZER Foundation

Emergency "SOS" LOAN APPLICATION

Eligibility Guidelines

- Employees must have at least 6 months of service.
- Employees must have exhausted all other financial resources.
- Employees authorized for 60 hours or more per pay period may receive up to \$1000*
- Employees authorized to work between 40 and 60 hours per pay period may receive up to \$500*
- Employees must have an **acceptable performance and attendance** record (no corrective action, including verbal or written warning) in the preceding 6 months and currently not on leave of absence.
- **Employees must have no outstanding loans and any previous loans must have been repaid in full at least 6 months before applying again.**
- Loan repayment must begin no later than one month after the loan has been granted.
- Minimum loan payments of \$20.00 per pay period will be automatically deducted from employee's paycheck until the loan is paid in full.
- **All documentation must be attached (includes overdue bills, late rent notices etc.) and loan amount must not exceed the amount stated on the documentation.**
- Employees who are in the process of declaring bankruptcy are not eligible.

Name: _____ Person # _____ Date of Hire: _____

Home street address: _____

City: _____ State: _____ Zip: _____

Telephone (home): _____ Hours per pay period: _____ Loan Amount \$ _____

Work location: _____ Dept. _____

Have you had a prior loan from Ebenezer? Yes _____ No _____

~~Please attach all documents pertaining to this request~~

The below section must be completed or your application will not be processed:

Have you exhausted all other financial resources? _____ Please list.

Describe your emergency financial need:

Describe how this loan will resolve this emergency situation:

Applicant's Signature: _____ Date: _____

NOTE: It may take up to 2 weeks to process your loan.

***all loans subject to availability of funds**