



# Disaster/Hardship Loan Request

**Instructions:** Complete and submit form to Payroll for processing.

### Section 1: Employee Information

Name	
Employee Number	Work Phone Number

### Section 2: Reason for Request

### Section 3: Repayment Option

Deduct payment from 1st paycheck each month.  
 Deduct payment from 2nd paycheck each month.  
 Deduct payment from both my 1st & 2nd paycheck each month.  
 Deduct in full from my next paycheck.

### Section 4: Promissory Note and Signature

For value received, I, \_\_\_\_\_ promise to pay to Phillips 66, without interest, the sum of \$ \_\_\_\_\_ (up to \$10,000) in 1, or 12, or 24, or 48 payments *(This 48 Payments schedule only applies if you elect "Deduct payment from both my 1st & 2nd paycheck each month" in Section 3 above.)*

of \$ \_\_\_\_\_, beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and thereafter on the same date(s) until the full amount has been paid. I waive demand, presentment for payment, protest, and notice of protest and nonpayment. In the event of default I agree to pay all reasonable cost of collection including reasonable attorney fees.

This note may be prepaid, without penalty, in whole or in part, at any time. Failure to make the installment payment when due shall result in the unpaid balance of the Promissory Note becoming due in full on demand of Phillips 66. No delay or omission of Phillips 66 to exercise any right or power under this Promissory Note shall be construed as a waiver of such right or power.

In the event of termination of my employment with Phillips 66 (regardless whether termination of employment is voluntary or involuntary) I authorize the Company to deduct the balance due up to the maximum amount permitted by law.

Employee Signature <b>X</b>	Date	Loan No. (HR Use Only)
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### Section 5: Approval

Human Resources or Local Business Unit Manager <b>X</b>	Approval Date
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