

CHRISTMAS CLUB 2007 Application & Rules

Introduction

Payroll USA's Christmas Club is a **voluntary benefit** that is designed to assist our employees budget for the costs of the holidays. Payroll deductions are taken each week and held in a fund that will be disbursed to you the payday before Thanksgiving.

Procedures

Complete this form to indicate to us how much you want to have deducted from your paycheck each pay period for the remainder of year 2007. The funds that you contribute will be shown in the deduction section of your check stub under the name "CHRISTMAS CL". Please keep a copy of this application for your records.

Your year to date fund balance will be calculated as of November 9th 2007, and will be disbursed on your paycheck the pay date preceding the Thanksgiving holiday. Since we are NOT a banking institution, your deductions will NOT accrue interest and cannot be disbursed before November 9th 2007.

If you are no longer an active employee with Payroll USA at the time of Christmas Club funds disbursement, a check for your fund amount will be mailed to the address we have on file at that time. Please note that a lost or stolen check will be subject to a stop payment fee and 48 hour waiting period before any check can be re-issued.

Application

Applicant Name: _____

Client (Worksite Employer) Name: _____

I wish to have \$_____ deducted from my paycheck each pay period for the Christmas Club program.

I have read and understand all the program rules that apply to the Christmas Club and have kept a copy of this form for my records.

Signed: _____

Date: _____

Internal Use Only:

Fund Payback: Funds Accrued _____ Cr Date _____ Ck #: _____ Auth: _____