

CHRISTMAS CLUB ENROLLMENT FORM

Name of Employee: _____

Amount of Voluntary Deduction to be withheld from payroll check each month:

___\$25.00 ___\$50.00 ___\$75.00 ___\$100.00

Effective date of Payroll Deduction: January or August
(please circle choice)

By signing below I agree to terms listed:

- Christmas Club (CC) participation is voluntary;
- Participant contributions will be automatically payroll deducted each payroll period with the exception of November and December payrolls when no deduction will be made;
- New and existing employees will be offered an opportunity to enroll in August and January of each fiscal year. The employee must submit the enrollment form no later than the 20th day of the month for payroll purposes. Payout will never result in more than the actual amount accrued at the date of disbursement.
- Deposits from CC will be made into an Activity Account established for CC participants.
- CC checks will be disbursed in the first week of November.
- Participants will not receive any interest that the CC Activity Account earns.
- Personnel leaving the district will be given the accumulated balance at the time of departure.
- Emergency withdrawals will be allowed (5 days processing time). Stipulations: Withdrawal will be for entire balance and participation discontinued until next enrollment period.

(Employee)

(Date)