



PAYROLL
 WORKERS COMP
 HUMAN RESOURCES
 BENEFITS
 STAFFING

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Christmas Savings Club Enrollment

TEL STAFFING & HR is proud to offer employees the opportunity to enroll in our Christmas Savings Club. By enrolling in this program employees will be able to set and attain a savings goal. In preparation for the holiday seasons, this program allows employees to withhold a desired amount from their checks each pay period. November 1st of each plan year employees will receive a payout of the money saved.

This Savings Club is an effective way for employees to avoid the end of year rush & savings can be tracked using paystubs each pay period.

An employee who chooses to enroll in the Christmas Savings Club may later choose to withdraw funds before October 31st within the following guidelines:

- There is an early fund withdrawal limit of **two** (2) withdrawals per plan year.
- There is an early withdrawal fee of \$15 for the 1st early withdrawal & \$25 for the 2nd withdrawal made before October 31st.
- If funds are withdrawn, the requested amount will be returned to the employee in the next immediate pay period following receipt of request for withdrawal.
- In the event of separation, saved funds will be returned with the employee's final check.

To request an early withdrawal of funds or to stop deductions, simply complete the "Christmas Savings Withdrawal Request" form & submit to:

Payroll Department
TEL Staffing & HR
3255 Potter Street
Pensacola, FL 32514
info@telstaffing.com

I, _____, wish to enroll in the Christmas Savings Club. I wish to withhold \$_____ from my paycheck each pay period towards my Christmas Savings Club account.

 Employee Signature

 Date

 Company Name