

CHRISTMAS FUND

The City of Andrews will maintain a Christmas Fund funded entirely with employee's voluntary contribution. The following rules govern the fund.

1. An amount designated by you will be withheld from each pay check. The amount may not be less than \$10 per pay check and may not be more than \$50 per pay check.
2. The total amount you have had withheld will be paid to you on the Friday before Thanksgiving of each year.
3. If you leave City employment during the year, you will receive the amount you have had withheld with your final check.
4. If you sign up to participate, you may not change participation or cease to participate except at sign up and change dates. New sign up or annual changes must be made between November 16th and November 21st. No exceptions will be made.
5. Under no circumstances can your money be withdrawn prior to regular disbursements on or before the set date for distribution. No exceptions will be made.
6. No interest will be paid to you on the money on deposit for the year. Any interest earned will be used by the City of Andrews to cover the administrative costs of maintaining the fund.

Steve Eggleston
Director of Finance

I have read the rules for the Christmas Club and understand participation is strictly voluntary.

I wish to participate by having _____ withheld from each pay check beginning _____.

Printed Name of Employee

Signature of Employee