



EMPLOYEE PAYROLL DEDUCTION ENROLLMENT

First Name: _____ Last Name: _____

Department: _____ Email: _____

Street Address: _____ City: _____ ZIP Code: _____

DEDUCTION INFORMATION

- Initiate a deduction*
- Terminate a deduction*
- Change a deduction*

If you are initiating or changing a deduction, indicate amount of deduction per pay period: (Example: If you authorize a \$10 deduction per pay period, you will contribute \$260 yearly.)

Amount of Deduction per pay period (26/year – Minimum of \$1/pay period): \$ _____

Total yearly deduction: \$ _____

I would like my deduction directed toward:

- Main Three Links Campus
- Millstream Commons
- The Villages of Lonsdale

Allocation

- % _____
- % _____
- % _____

And to the:

- area of greatest need
- resident entertainment fund
- campus beautification (outdoor landscaping)
- interior beautification (furniture, carpeting, painting, etc.)

- % _____
- % _____
- % _____
- % _____

Special Instructions: May we include your name in the publicity of our donors? This authorization includes, but is not limited to, publications and our donor listings in the Three Links Annual Report.

Include my name: Yes No

If yes, my name should appear in publicity as: _____

EMPLOYEE AUTHORIZATION

1. I hereby authorize Three Links Human Resources to initiate, terminate, or change a payroll deduction, as appropriate, based on my selection above.
2. I understand that if I am terminating a payroll deduction, the deduction might still be taken during the current payroll cycle due to the time needed to process the termination.
3. I understand that, if I am changing a payroll deduction, the change might not take effect during the current payroll cycle due to the time needed to process the change.

Employee Signature: _____ Date: _____

If you have any questions, please contact the Director of Development at 507-664-8867.

For Development/HR use only:

- HR** Date entered into ADP _____ Payroll start date: _____ Payroll end date: _____
- Bookkeeper** Date entered: _____
- Foundation** Date entered: _____