



Christmas Savings Club *Deduction Form*

Employee Name: _____

Social Security #: _____

Client Name: _____

I authorize SPA to deduct \$ _____ per pay period.

- 48 hour notification required for Christmas club withdrawal before dispersal date.
- 48-hourn required for address change.
- All early withdrawals requests must be submitted by proper withdrawal form.
- There will be a \$5.00 penalty for early withdrawal.
- Terminated employees will receive Christmas club upon request after termination, If SPA is **NOT** notified of withdrawal, terminated employees will receive funds when ALL dispersals are executed in November.
- Deductions will begin JANUARY 1st each year and require a new deduction form EACH year for renewal.

Employee Signature: _____

Date: _____

Staffing & Payroll Alternative, Inc
118 E Dallas St
Canton, TX 75103
Phone: 903-567-4500
Fax: 903-567-0468

