



# Summer Vacation



## Savings Club Deduction Form

Employee Name: \_\_\_\_\_

Social Security#: \_\_\_\_\_

Client Name: \_\_\_\_\_

I authorize SPA to deduct \$ \_\_\_\_\_ per pay period out of my check.

- ❖ Three **FREE** withdrawals a year, after that a \$5.00 fee for each one.
- ❖ 48 hour notification **required** to process Vacation Club dispersal.
- ❖ Withdrawal Requests must be on proper withdrawal form.
- ❖ Terminated employees **WILL** receive their Vacation Club Money upon processing of termination forms and the check will be mailed to the address that is in our system so **make sure** it is correct.
- ❖ **UNLIKE** the Christmas Club Account, the Vacation Club Account **will rollover** every year and there is no need to fill out a new withdrawal form unless you want to change the amount.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

