



Please circle the correct club      **Vacation**      **Christmas**

Withdrawal \$ \_\_\_\_\_

Deduct \$ \_\_\_\_\_

Please check the appropriate payment method

\_\_\_ Direct deposit

\_\_\_ Live Check

\_\_\_ Include with payroll check

\_\_\_ Continue deductions

\_\_\_ Stop deductions

**48 hour notification required for Christmas club withdrawal before dispersal date.**

**48-hour notification required for address change.**

**All early withdrawal 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.**

**For Christmas, deductions will begin JANUARY 1st each year and require a new deduction form EACH year for renewal. 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 Print: \_\_\_\_\_

Last 4 of Social: \_\_\_\_\_

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

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