

## VACATION CLUB Application & Rules

### Introduction

Payroll USA's Vacation Club is a **voluntary benefit** that is designed to assist our employees budget for the costs of the vacations or times off work. Payroll deductions are taken each week and held in a fund that will be disbursed to you up to 4 times per calendar year.

### Procedures

Complete this form to indicate to us how much you want to have deducted from your paycheck each pay period for the remainder of the year. The funds that you contribute will be shown in the deduction section of your check stub under the name "VACATION CL". Please keep a copy of this application for your records.

**Since we are NOT a banking institution, your fund will NOT accrue interest.**

If your employment with Payroll USA should end, you will receive your remaining Vacation Club balance at your request. Please note that a lost or stolen check will be subject to a stop payment fee and 48 hour waiting period before any check can be re-issued.

### Application

Applicant Name: \_\_\_\_\_

Client (Worksite Employer) Name: \_\_\_\_\_

I wish to have \$\_\_\_\_\_ deducted from my paycheck each pay period for the Vacation Club program.

I have read, understand and agree to all the program rules that apply to the Vacation Club and have kept a copy of this form for my records.

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

#### Internal Use Only:

Request Date 1: \_\_\_\_\_ Request Amt: \_\_\_\_\_ Funds Avail \_\_\_\_\_ Cr Date \_\_\_\_\_ Auth: \_\_\_\_\_

Request Date 2: \_\_\_\_\_ Request Amt: \_\_\_\_\_ Funds Avail \_\_\_\_\_ Cr Date \_\_\_\_\_ Auth: \_\_\_\_\_

Request Date 3: \_\_\_\_\_ Request Amt: \_\_\_\_\_ Funds Avail \_\_\_\_\_ Cr Date \_\_\_\_\_ Auth: \_\_\_\_\_

Request Date 4: \_\_\_\_\_ Request Amt: \_\_\_\_\_ Funds Avail \_\_\_\_\_ Cr Date \_\_\_\_\_ Auth: \_\_\_\_\_

Year End Rollover: Funds Avail \_\_\_\_\_ Cr Date \_\_\_\_\_ Auth: \_\_\_\_\_ (use pay code VCR)