



Bells Ferry Learning Center **Christmas Savings Club**

Bells Ferry Learning Center is pleased to offer staff members an opportunity to save money throughout the year via automated payroll deductions. You may authorize any amount to be deducted weekly. The company matching plan will be as follows:

<u>Length of employment</u>	<u>Match %</u>	<u>Max Match per Year</u>
1 - 2 years	10%	\$100
3 - 5 years	15%	\$150
5+ years	20%	\$200

- Annual enrollment is February 1. Employees may enroll at time of employment (anytime throughout the year) or wait for the next annual enrollment.
- You may change your deduction amounts on the annual enrollment date (Feb 1) and one other time during a calendar year. (i.e. you could make a change on Feb 1 and again on June 1 but then could not make any additional changes until the following Feb 1.)
- Once contribution begins, you may not withdraw funds unless you wish to cancel and withdraw the total amount. You will not receive matching funds at that time. You may resume enrollment the following annual enrollment, if you choose.
- If you leave the company for any reason (voluntary or involuntary) prior to November 1, you will receive 100% of your contributions but no company match.
- You will receive 100% of your contributions plus the company match between November 1st and 15th each year.

_____ Yes! I would like to enroll. \$_____ weekly pay period deduction

_____ I do not wish to enroll at this time.

Employee Signature

Date