



Emergency Needs Fund Election Form

The Employee Emergency Needs Fund (The Fund) was created by the Agency to aid employees who need financial assistance in emergency situations. A committee composed of employees representing each division administers the fund. The committee establishes the eligibility requirements, the procedures for the distribution of funds and determines whether the requests meet the established guidelines.

If you would like to become a contributor to the Employee Emergency Fund, please contact the Human Resources Department or complete this election form. Contributions to the Fund are made via payroll deductions and employees may contribute any amount between 50 cents and \$10 per paycheck. Contributions are not tax deductible. Contributing employees will be allowed a 25% discount at any local Goodwill store.

I understand contributions to the fund are voluntary and will be automatically deducted from my paycheck until I request otherwise, in writing. *Please return this to your manager or HR.*

Employee name _____

Location: _____

I would like to donate _____ **per paycheck.**

Contributions are not tax deductible and will not be returned upon separation from the Agency.

Signature _____

Date _____