

2025 EMPLOYEE SAVINGS PROGRAM

This savings program was established to assist employees in setting aside some savings by deducting a set amount from each paycheck. Your employer allows any active employee to participate, and the program runs annually from mid-November to the following November. At which time, the savings balance will be disbursed to the employee on the 15th of November. If the 15th falls on a weekend (Saturday or Sunday), the disbursement will occur on the Friday prior to the 15th.

For the sake of simplicity, the employee is limited to a max of two withdrawals during the program year by simply submitting a request to the accounting office and allowing a day or so for the check to be issued. However, after the second withdrawal, your payroll deductions will stop thus discontinuing your participation for the remainder of the current program year. (You are welcome to rejoin the following year.)

Participation is completely voluntary, and the employee can stop or change the deduction amount by submitting the request to your department manager for them to send to the payroll office. The funds saved in this program are 100% owned by the employee. In the event of employment separation, any remaining balance is processed for refund in the final payroll.

I authorize the amount of \$_____ to be payroll deducted from each paycheck for my participation in Ancira's Employee Savings Program for 2024-2025 program year.

Thank you.

STORE: _____ DEPT: _____ EE ID# _____

Printed Employee Name: _____

Employee Signature: _____ Date: _____

The deduction named "EE Savings" on your pay voucher is the amount authorized here.