

Med Center Health Foundation
Dillard's MCH Employee Event Deduction Form
March 31, 2023

☐

Full-time

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Part-time * Full payment must be made to MCHF by June 1, 2023

To: Accounting/Payroll **From:** Med Center Health Foundation

This is to authorize the Accounting/Payroll Department to Deduct:

**The amount of \$_____ (not to exceed \$250.00) is paid in full within
_____ (1-5) pay periods or by June 1, 2023.**

(Deductions will begin next pay period.) I agree to have the above listed amount paid through payroll deduction. I also understand and agree that in the event my employment with CHC (and/or its affiliated corporations) is terminated before this obligation is satisfied, CHC (and/or its affiliated corporations) may deduct all amount in excess of Federal Hourly Minimum Wage from my final paycheck as consideration for payment on this account and that I will remain responsible for entire balance which will be immediately due and owing by said date above.

Employee Name _____ **Employee #** _____
(Please print)

_____ **Date** _____

Signature

Department

Ext.

*****PLEASE MAKE SURE YOU ONLY CHOOSE ONE OPTION TO RECEIVE YOUR GIFT CARD. If you receive two cards in error, please contact kasmith@mchealth.net.**

Options:

☐ **Mail to:** _____
Address, City, State and Zip Code

****If you do not receive the gift card within 10 business days, please email kasmith@mchealth.net.**

☐ **Pick up at Dillard's Greenwood Mall on March 31, 2023. (You will be able to shop immediately with your card! Please make sure **you have your badge with you.**)**

PRE-SHOP: You will pick up your items at Dillard's in the Hosiery Dept. on March 31, 2023 and use payroll deduction to pay for them at that time. **Do not fill out the payroll form until then.**

Kathy Smith, Director, Annual Giving MCHF

Date: 3/31/23

Please note: if you go on leave prior to the last payment due, you will need to pay the amount as noted above on the last pay period date. If this is not completed and you return to work your total amount will be deducted from your pay check or if you cease employment with MCH before your balance is paid in full it will be deducted from your last pay check.