



Christmas Club Enrollment Form

- The Christmas Club payroll deductions will begin on January 1, but you can enroll at anytime during the year.
- Select the amount best suited to meet your holiday needs.
- The amount you enter will be payroll-deducted each pay period.
- Live checks will be sent to the employer the week of Thanksgiving. Just in time for your holiday shopping!
- Enrollment in this program is voluntary.

INSTRUCTIONS:

Please provide this completed form to your employer so it can be sent to your OMS Payroll Specialist.

DEDUCTION AMOUNT

\$ per pay period

(Please note this amount will be per check, and every employer is different, we will follow your employer's pay schedule: weekly, bi-weekly, monthly, semi-monthly, etc.)

PLEASE PROVIDE THE FOLLOWING:

Today's Date

Full Name

Social Security #

Company Name

☐ **I UNDERSTAND THAT NO PAYMENT OR EARLY WITHDRAWAL WILL BE MADE BEFORE THE NOVEMBER PAYOUT FOR ANY REASON, REGARDLESS OF TERMINATION, RESIGNATION, OR EMPLOYMENT STATUS. I ALSO UNDERSTAND THAT CHRISTMAS CLUB PAYOUTS WILL OCCUR VIA LIVE CHECK, NOT DIRECT DEPOSIT, AND WILL BE ISSUED SEPARATELY FROM ANY STANDARD PAYROLL PAYMENTS. I FURTHER UNDERSTAND THAT IF I FAIL TO UPDATE ANY NEW ADDRESS WITH OMS OR LOSE THE CHECK, THEN EACH CHECK REISSUED WILL BE SUBJECT TO A \$30 STOP PAYMENT FEE, WHICH WILL BE DEDUCTED FROM THE REISSUED CHECK.**