



Voluntary Payroll Deduction Authorization Form

The **GIS Helping Hands Foundation** is a 501(c)3 non-profit Employee Assistance Fund that will provide short-term, emergency assistance to our employees that may be experiencing an unexpected financial hardship. This Foundation will be funded by our very own employees through voluntary payroll contributions.

As part of our **Engaging the Workforce** focus area, this foundation will be one of the building blocks for our organization to live by our motto of “Putting People First” and doing so through our Foundation’s mission: *“The ability to fulfill the basic needs of our GIS family through “Sr. Moments.”* We want to ensure Mark Pregeant, Sr.’s (former CEO) legacy never dies and his generosity lives on and is reflected through our mission, vision and values for years to come. This is an opportunity to show our employees that we’re all in this together and to promote unity and togetherness within our GIS and throughout our communities.

To contribute to our Employee Assistance Fund, please complete this form and return it with your new hire paperwork or email it to employee.request@gisy.com.

Name (Please Print) _____ **Last 4 of SSN** _____

Division/Location _____

Contact Information: _____ **or** _____ **(email or phone)**

I would like to donate \$_____ per paycheck to the GIS Helping Hands Foundation through a voluntary payroll deduction. I authorize my employer to deduct this amount from my wages.

Employee Signature: _____ **Date:** _____

MISSION | The ability to fulfill the basic needs of our GIS Family through “Sr. moments.”

VISION | Helping Our People Endure...*TOGETHER!*

VALUES | To Live • To Love • To Learn • To Leave a Legacy