



Holiday Assurance Account Program
 Employer Start Up Kit
 Christmas Club Plan Effective 12/01/2012 – 09/30/2013

CPS is again offering a special savings program, The Holiday Assurance Account Program, otherwise known as the “Christmas Club”, as a great way for employees to save money throughout the year for holiday celebrations.

Complete details on how the plan works for your employees is included on the Employee Sign Up Sheet. If you are interested, but have more questions after reading the Employee Sign up sheet, please feel free to call your Payroll Specialist.

If your company chooses to participate in the **Christmas Club Program**, complete and sign the authorization agreement below and submit to CPS as soon as possible.

Please follow the steps below to set up Christmas Club for your company

- 1) Present the Program offer to your employees.
- 2) Distribute employee signup sheets and alert employees of the cut off date for signing up. Your cut off date should be at least 1 week prior to CPS cut off date, to allow you time to organize the information. CPS needs all sign up information **NO LATER THAN FRIDAY, NOVEMBER 16, 2012.**
- 3) Collect and prepare the participants’ sign up sheets for input.
- 4) Verify that the returned signup sheets are complete and signed by each employee
- 5) Report list of participants to CPS in a manner similar to list below. CPS does not need to have copies of the original sign up sheets, but your company is required to keep them on file.

CHRISTMAS CLUB PROGRAM PARTICIPANTS for 2012/2013			
ID #	EE SSN	Employee Name	XMAS CLUB Deduction Amount (per pay—not annual)
1002	899-99-8999	Morris, George	\$22.73
2001	988-88-9888	Hall, Doris	\$45.46
2015	789-58-8887	Stewart, James	\$13.63

Sample Listing

- 6) **FAX/EMAIL REQUIRED DETAILS TO CPS AT 410-229-0177 NO LATER THAN FRIDAY, NOVEMBER 16, 2012.**



CUSTOM PAYROLL SERVICES™

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Contact your Payroll Specialist at 410-229-0000 for specific instructions on setting up and entering company & employee level data.

_____, (Co. name) as a payroll client of CPS –

Custom Payroll Services Inc., agrees to participate in the Holiday Assurance Account Program for the period Dec. 2012- Sept. 2013. We ensure that all employees have read and do understand the plan rules as outlined on the employee sign up sheets. We ensure that all employees will read and sign the sign up sheets. We agree to input payroll deductions as indicated by our employees' sign up sheets and to provide CPS with a listing of the participants' data and amounts of their per P/R deductions. ✓ _____, / / .

Signature

Date

_____. Please print authorized signer's name, title e-mail address and phone number here.



CUSTOM PAYROLL SERVICES™



Here's an Extra Holiday Bonus! Introducing the Holiday Assurance Account Program

We are again offering a special savings program. Patterned after the old Christmas Club accounts that ensured members would have funds set aside for holiday celebrations, our **Holiday Assurance Account Program** helps you put your money to work for you. But, your form must be completed and returned prior to Friday, November 16, 2012.

Your account will be opened on a voluntary basis. You'll specify the amount you would like deducted from each paycheck and deposited into the no-fee account. Each deduction is shown on your paycheck stub. The accumulated balance is shown on the paycheck stub as well. Just before the holidays, your employer will choose to have the money paid out by separate check, payroll check or direct deposit into your personal account.

It's Easy!

Payments will be deducted each payday starting with your first check in December 2012. Holiday Assurance funds will be distributed to your employer by mid October 2013. The last date to make payments will be your last paycheck in September, 2013.

BALANCE COMPUTATION METHOD UNFORTUNATELY, THE RATE OF INTEREST WE RECEIVE AT OUR BANK IS CURRENTLY AT 0%, SO WE ARE UNABLE TO EXTEND ANY INTEREST TO EMPLOYEE CONTRIBUTIONS AT THIS TIME. If there is a substantial increase in interest rates by April 1, 2012, we may choose to institute an interest calculation on contributions at that time. The interest rate(s) and annual percentage yield(s) disclosed are accurate as of October 2012.

The schedule below illustrates the various payment schedules and the money that can be accumulated. To enroll in the club, simply circle the dollar amount you wish to have deducted and complete the bottom portion. Do not delay. Please return to your payroll department.



Circle Desired Deduction According to Your Goal and Payroll Schedule

	<i>Weekly*</i>	<i>Bi-Wkly*</i>	<i>Semi-Monthly*</i>	<i>Monthly*</i>	<i>Total</i>
1	\$6.82	13.63	15.00	30.00	300.00
2	11.36	22.73	25.00	50.00	500.00
3	15.91	31.82	35.00	70.00	700.00
4	22.73	45.46	50.00	100.00	1,000.00
5	34.10	68.19	75.00	150.00	1,500.00
6	45.46	90.90	100.00	200.00	2,000.00
7	56.82	113.64	125.00	250.00	2,500.00

*Note: *Weekly* - 44 payments *Bi-Weekly* - 22 payments *Semi-Monthly* - 20 payments *Monthly* - 10 payments

Actual totals will be based on total number of check dates during the period. This authorizes the payroll department to deduct from my salary the above-circled deduction. IRS regulations require that I report as interest income any 'interest' payment in the amount of \$10.00 or more. In lieu of Form W-9 I certify that my social security number is correct and that I am not subject to any backup withholding. If your employer terminates services of CPS prior to October 1, 2013 you will not be allowed to complete your club but the principal amount you deposited will be returned in October 2013.

I understand that if payroll deductions are stopped, my money will not be refunded before October 2013.

Signature _____

Name _____

Company _____

Social Security Number _____