CHRISTMAS CLUB

2012/2013

Christmas Club Enrollment Form

In keeping with our tradition, Washington College is once again pleased to offer voluntary individual Christmas Club Accounts through Peoples Bank of Kent County, Maryland. You may open a Christmas Club Account through payroll deduction by printing the forms attached or picking up a Christmas Club Enrollment pack from Human Resources.

NOTE: If you are a new club enrollee, once you receive the enrollment packet you must personally go to Peoples Bank to open your account. You will be assigned an individual account number with Peoples Bank solely for your use and once you have completed the forms you will return them to the Office of Human Resources.

If you decide to open a Christmas Club account, bi-weekly payroll deductions will be made from your paycheck and deposited directly into your personal account at Peoples Bank. The minimum amount you may deposit is $4.00 per pay. Also, please note that amounts deposited must be in whole dollars.

New Christmas Club Deductions will start with the October 26, 2012 payroll for employees that return "**all required paper work**" to the Office of Human Resources by **12:00 noon October 12, 2012**.

Any employee who has an existing Christmas Club account will not need to complete any paperwork unless you wish to change your bi-weekly deduction amount. To change your bi-weekly deduction amount you will need to complete a new Authorization Agreement for Direct Deposit of Payroll with the new amount indicated and return to Human Resources by **12:00 noon October 12, 2012**.

Please call the Office of Human Resources if you have questions regarding Christmas Club participation.

I wish to have $_____ withheld from each of my bi-weekly paychecks. I have read and agree to the conditions stated within this enrollment packet.

_____ I wish to cancel my Christmas Club deduction.

_____ I wish to change my Christmas Club deduction to _____ per bi-weekly pay period.

_____ _____

Printed Name Signature

_____

Date

If you are starting a new account - please return the following materials to Office of Human Resources by **12:00 noon October 12, 2012**:

• Completed 2012-2013 Christmas Club Enrollment Form
• Completed Peoples Bank of Kent County, Maryland Christmas Club Disclosure
• Completed Form W-9 (Please click on link for W-9 Form) http://www.irs.gov/pub/irs-pdf/fw9.pdf
• Copy of current driver's license

If you have an existing account and wish to change the dollar amount- please return the following:
• Completed 2012-2013 Christmas Club Enrollment Form

WASHINGTON COLLEGE
EMPLOYEES CHRISTMAS CLUB DEDUCTION
PEOPLES BANK OF KENT COUNTY, MARYLAND
CHRISTMAS CLUB DISCLOSURE 2012-2013

This account offers a convenient way to plan for your holiday shopping needs!

Rate Information: This account is an interest bearing account. The interest rate and annual percentage yield are above. The term of the account may vary depending on when the account is opened, but in any event will mature on October 1, 2013. Interest will be paid on the account at the end of the period; a check will be issued for the total amount of payments received, including interest. Interest will be simple interest and will be credited to the account on October 1, 2013. If you close the account prior to October 1, 2013, you will not receive interest. Interest is subject to change. This account will automatically renew.

After **October 1, 2013** a check will be issued for the total amount of payments received, including interest.

Balance Information: We use the daily balance method to calculate the interest on the account. This method applies a daily periodic rate to the principal in the account each day.

Limitations: To open this account, you must deposit an amount selected at account opening. This account is available starting October 9, 2012. You are permitted to make multiple deposits at the same time. You may not make withdrawals of principal from your account without penalty.

Account Fees: There is a penalty assessed for withdrawals that occur during the first six days after the account is opened. The penalty is seven days accrued interest. However, after that time, there is an additional $15.00 early withdrawal fee, if the account is closed.

Name_____Social Security #_____

Address: _____

Account #:_____Customer Signature_____

IF YOUR CURRENT ADDRESS DOES NOT MATCH THE ADDRESS ON YOUR DRIVERS LICENSE THE BANK REQUIRES PROOF OF ADDRESS. THE BANK WILL ACCEPT A CHANGE OF ADDRESS FORM FROM THE MVA OR A COPY OF A UTILITY BILL GOING TO YOUR CURRENT ADDRESS.

Rev 09/18/12

***Privacy Notice on next page**

PRIVACY NOTICE

Your Privacy Is Important To Us

Protecting your privacy is important to Peoples Bank of Kent County, Maryland and our employees. We want you to understand what information we collect and how we use it. In order to provide our customers with a broad range of financial products and services are effectively and conveniently as possible, we use technology to manage and maintain customer information. The following policy serves as a standard for all Peoples Bank of Kent County, Maryland employees for collection use, retention, and security for nonpublic personal information.

What Information We Collect

We may collect "non-public information" about you from the following sources:

- ⇒ Information we receive from you on applications or other loan account forms;
- ⇒ Information about your transactions with us or others;
- ⇒ Information about your transaction with nonaffiliated third parties, and
- ⇒ Information we receive from third parties such as credit bureaus.

"Non-public personal information" is non-public information about you that we obtain in connection with providing a financial product or service to you. For example, nonpublic personal information includes information regarding your account balance, payment history, and overdraft history.

What Information We Disclose

We are permitted under law to disclose nonpublic personal information about you to third parties in certain circumstances. For example, we may disclose nonpublic personal information about to third parties to assist us in serving your loan or subpoenas, and to credit bureaus. We do not disclose any nonpublic personal information about you to anyone, except as permitted by law.

If you decide to close your account(s) or become an inactive customer, we will continue to adhere to the privacy policies and practices described in this notice.

Our Security Procedures

We also take steps to safeguard customer information. We restrict access to your personal and account information to those employees who need to know that information to provide products or services to you. Employees who violate these standards will be subject to disciplinary measures, including the possibility of termination. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

Washington College
Authorization Agreement for Direct Deposit of Payroll

Please print all information: Employee ID# _____

Employee Name_____ Social Security # _____-_____-_____
First Middle Last

I hereby authorize my employer, Washington College, and the depository institution(s) named, to initiate credit entries and to initiate, if necessary, debit and adjustments for any credit entries in error to the account(s) indicated below. I understand that this authorization of direct deposit is to remain in effect until the Human Resources Department has received written notification from me of termination or change of the account(s) listed in such time and in such manner as to enable both the Human Resources Department and the Bank(s) to act on the notification.

Additionally, I hereby acknowledge constructive receipt of and agree to comply with College policies, as may be revised from time to time, published in

- The Faculty Handbook at http://provost.washcoll.edu/pdf/faculty_handbook.doc
- Or the Staff Handbook at http://hr.washcoll.edu/newemployees_staffhandbook.php
- Or the Student Employment Handbook at http://hr.washcoll.edu/studentemployment.php

_____ _____
Employee Signature Date

Required Documentation: For all accounts, please attach a blank voided check or official letter from the bank stating account holder information.

☐ **Please check here if this is a *change* to your direct deposit account.**

Effective date of change:_____

Have you closed your previous account with your bank? ☐ Yes ☐No

****

Primary Account

Account Type: ☐ Checking ☐ Savings

Depository (Bank) Name: _____

Transit/ABA number (9 digits): _____Account Number: _____

****

Additional Accounts

Your net pay, less any additional direct deposit amount(s) authorized below, will be deposited to this account.

Account Type: ☐ Checking ☐ Savings

Depository (Bank) Name: PEOPLES BANK OF KENT COUNTY, MD – CHRISTMAS CLUB ACCOUNT

Transit/ABA number (9 digits):_____052100741___ Account Number: _____

Name on Account_____

Dollar amount to be deposited into this account (must be fixed dollar amount) : $_____

****

Account Type: ☐ Checking ☐ Savings

Depository (Bank) Name: _____

Transit/ABA number (9 digits): _____ Account Number: _____

Name on Account_____

Dollar amount to be deposited into this account (must be fixed dollar amount) : $_____

WASHINGTON COLLEGE
EST. 1782

Authorization to Close Christmas Club Account

To: Peoples Bank of Kent County

I, _____, would like to close my Christmas Club at Peoples Bank. The account number is _____. I understand there will be a $15.00 service charge and I will forfeit any interest earned.

Washington College will discontinue contributions to my Christmas Club for the balance of the current plan year.

Employees wishing to close their Christmas Club should take this form already signed by a Washington College Human Resources Representative to Peoples Bank. At the time of closure, the employee must present valid picture identification.

The telephone number at the bank is (410-778-5500); and the fax number is (410-778-7094).

_____ _____

Employee Signature (Closing Christmas Club) Date

_____

The Peoples Bank Customer Service Representative

Approved By:_____

Washington College Human Resources Representative