WASHINGTON COLLEGE

HOLIDAY SAVINGS CLUB

Provided by
Peoples Bank of Kent County

Enrollment Packet
2015/2016
Holiday Club Enrollment Form

In keeping with our tradition, Washington College is once again pleased to offer voluntary individual Holiday Club Accounts through Peoples Bank of Kent County, Maryland. You may open a Holiday Club Account through payroll deduction by printing the forms attached or picking up a Holiday 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 Holiday 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 Holiday Club Deductions will start with the October 24, 2014 payroll for employees that return “all required paper work” to the Office of Human Resources by 12:00 noon October 1, 2015.

Any employee who has an existing Holiday 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 1, 2015.

Please call the Office of Human Resources if you have questions regarding Holiday 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 Holiday Club deduction.

______ I wish to change my Holiday 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 1, 2015:

• Completed 2014-2015 Holiday Club Enrollment Form
• Completed Peoples Bank of Kent County, Maryland Holiday Club Disclosure
• Copy of current driver’s license

If you have an existing account and wish to change the dollar amount- please return the following:
• Completed 2015-16 Holiday Club Enrollment Form
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 0.25%. The term of the account may vary depending on when the account is opened, but in any event will mature on October 1, 2016. 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, 2016. If you close the account prior to October 1, 2016 you will not receive interest. Interest is subject to change. This account will automatically renew.

After **October 1, 2016** 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, 2015. 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______________________

*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.
HOLIDAY CLUB DIRECT DEPOSIT AUTHORIZATION AGREEMENT

College ID #: ________________________________

Employee’s Proper Name: ________________________________

First Name ________________________________

Middle          ________________________________

Last Name ________________________________

Suffix ________________________________

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 Business Office 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 Business Office and the Bank(s) to act on the notification.

__________________________________________

Employee Signature

Date

REQUIRED ACCOUNT VERIFICATION

For all accounts, please attach a blank voided check or official letter from your bank verifying account holder information. Note: Deposit slips and/or documents with hand-written information will not be accepted.

DIRECT DEPOSIT CHANGES

☐ 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 – HOLIDAY CLUB ACCOUNT

Transit/ABA number (9 digits): ________________________________ 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) : $ ________________________________
Authorization to Close Holiday Club Account

To: Peoples Bank of Kent County

I, _______________________________________, would like to close my Holiday 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 Holiday Club for the balance of the current plan year.

Employees wishing to close their Holiday 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 Holiday Club)       Date

____________________________________________
The Peoples Bank Customer Service Representative

Approved By: ____________________________________________
Washington College Human Resources Representative