



Team Member Benevolent Fund

Payroll Deduction Authorization/Waiver Form

The team member funded “Benevolent Fund” was created to assist team members that experience an unexpected “crisis” or “lightning strike” in their life. This fund was created to assist with extraordinary financial hardships caused by a team member illness, accident or other out of the ordinary situation.

- To receive financial assistance, you must be a contributing member to the fund.
- You must either elect or waive this deduction at your time of hire.
- If not elected at time of hire, team members may join once a year during open enrollment.
- Existing team members may only join or waive participation from the fund during open enrollment.
- Team members entering the fund during open enrollment there will be a 6month waiting period to apply for a grant.
- Maximum grant distributions in any 12-month period total is \$500 per team member.
- Grants are awarded only once for a particular hardship issue.
- This is an after-tax payroll deduction and contributions are non-refundable.
- A team member is only eligible to apply for a grant for themselves, not on behalf of another team member.
- The Benevolent Fund Committee member’s names are kept confidential.
- Team members who apply for a grant are kept anonymous from the committee members.
- Grant applications are available from the Human Resources Director.



JOIN THE BENEVOLENT FUND

I elect to join the “Benevolent Fund”. I hereby authorize the payroll department of Vivid Impact to deduct \$1.00 per week (\$2.00 per pay period) beginning the first of the month after 30 days of employment in contribution to the team member “Benevolent Fund”.



WAIVE PARTICIPATION

I wish to waive participation in the team member “Benevolent Fund”.



I acknowledge that I have read, understand, and agree to the fund guidelines.

Signature

Date

Team Member Name (Print)_____