

## Montana Employee Vacation Savings Plan

111 W. Cataldo Ave Suite 220 Spokane WA 99201

(509) 328-0300 (800) 716-0300

www.admin-serv.com

**Return this card before May 1<sup>st</sup> to be included in the June 1<sup>st</sup> disbursement, or before November 1<sup>st</sup> to be included in the December 1<sup>st</sup> disbursement.**

### IMPORTANT:

Vacation Withdrawal Dates: **June 1 & December 1** each year.

Checks issued in **June** will only include hours reported through **March**.

Checks issued in **December** will only include hours reported through **September**.

**PLEASE be sure to fill out completely and sign your card. Cards not completed or signed will be returned.**

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### VACATION MONEY WITHDRAWAL CARD

**PLEASE SELECT DATE REQUESTED:**

Pay my vacation on June 1 *or*  Pay my vacation on December 1

*Please Print or Type*

Phone (\_\_\_\_\_)\_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial S.S. No./Alt ID Mo. Day Year  
Birthdate

Mailing Address \_\_\_\_\_  
Street City State Zip Code Union Local No.

If you wish to make a partial withdrawal, please check the appropriate box. The balance will remain in your account.

**IF NO ELECTION IS MADE, 100% OF THE AMOUNT PAYABLE WILL BE DISBURSED.**

- Please disburse only **25%** of my payable vacation savings.
- Please disburse only **50%** of my payable vacation savings.
- Please disburse only **75%** of my payable vacation savings.
- Please disburse **100%** of my payable vacation savings.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_