



**ETFO HUMANITY FUND
UPPER GRAND LOCAL**

VOLUNTARY PAYROLL DEDUCTION

Employee Name: _____ Employee # (From Pay Stub): _____

School: _____ Date: _____

I authorize the Upper Grand District School Board to deduct from my pay:

*An annual deduction of \$19.40 (1 dime per day x 194 school days per year)
during the 23rd pay period in November.*

Signature: _____

Terms & Conditions

1. Donations will be provided to the ETFO Humanity Fund, a registered charity. Currently the Stephen Lewis Foundation is the signature charity of the ETFO Humanity Fund.
2. The deduction will occur during the 23rd pay period annually, which is in November.
3. Members will be notified via The Local Current of the actual date of the deduction.
4. The Board will not be responsible for adjusting or deducting the amount for employees on leave without pay or employees not in receipt of earnings during the pay period.
5. The ETFO Humanity Fund is a registered charity. The amount deducted will be included as a charitable donation on the employee's T4. No tax receipt will be issued.
6. In future years, employees may opt out during one time period of the year, between September 1 and October 1, by writing to the Payroll Department.

***Please send forms to the Upper Grand ETFO Office, Orchard Park
via Email attachment or via the Board Courier***