



## THBWF PAYROLL DEDUCTION FORM

Through The Hudson Bay Way Foundation, each Hudson Bay employee can support a variety of charitable organizations while furthering the philanthropic values of the Company which bolster the communities in which we live and serve.

To request a payroll deduction, please complete this form and submit it to [admingroup@thbwf.org](mailto:admingroup@thbwf.org) or [payroll@hudsonbayins.com](mailto:payroll@hudsonbayins.com).

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### Employee Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_

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*By providing my email address, I am giving my permission to THBWF to send correspondence via email to me directly.*

### Designation of Contribution:

Foundation General Fund (Foundation Directors discretion on distribution of funds)

Specific Organization(s) \_\_\_\_\_  
(you can designate the organization as long as it meets the Foundation giving criteria)

*See website for a list too, if you wish to contribute to more than one organization, please designate % or amount to each organization. (Example 50% to General Fund and 50% to Northwest Harvest).*

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### Amount of Designation:

\$ \_\_\_\_\_

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### Method of Payment:

One time charge

Weekly payroll deduction until the total amount listed above is reached, spread out evenly over the remaining weeks in current year.

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### Auto Renewal:

Do you want this payroll deduction to automatically renew next year?

*Please note that you will be notified we are automatically renewing your contributions and you have the option to cancel the payroll deduction at any time.*

Yes, please auto renew each year

No, please ask me to fill out this form each year

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You will receive an annual letter detailing your contributions for tax purposes.

May the Foundation use your name in marketing materials and/or the website?  Yes  No

**Thank you for helping our communities thrive!**

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