



**Fall Celebration - Flashback to the 80's on October 4, 2025  
Payroll Deduction Agreement**

***~Required to be paid in full by pay period ending 9/27/25 for discount~***

***Employees with a current declining balance through payroll deduction are not eligible.***

I would like to participate in the Foundation's Fall Celebration event through payroll deduction or by donating PTO hours. The payment option I have elected is:

**Early Bird Discount (Regular price is \$250 per person)**

**Dinner Reservations - Please reserve \_\_\_\_\_ seat(s)\* at \$200 per person. Total = \$\_\_\_\_\_.**

**PTO Deduction Authorization**

(PTO hours payable to the employee by check. The Foundation will contact you when the check is available for endorsement).

**I would like to donate PTO hours equivalent to \$\_\_\_\_\_ net.**

**[ ] I wish to only include deductions mandated by Federal & State law and exclude voluntary and other optional deductions.**

**Payroll Deduction Authorization**

**I request #\_\_\_\_\_ of payroll deductions of \$\_\_\_\_\_.00 per pay period to totaling \$\_\_\_\_\_.00.**

I authorize San Antonio Hospital Foundation to deduct the above selected amount from my paycheck for the number of pay periods specified effective immediately. Please return completed form to San Antonio Hospital Foundation Office, send to [Foundation@sarh.org](mailto:Foundation@sarh.org) or for questions call 909.920.4962.

***\*I understand that I am responsible for payment of the full amount of funds owed and the amount must be paid off by September 27, 2025.***

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Cell Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

*(Payroll Deduction is not an option for Per Diem employees)*

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**Office Use Only: Foundation - Declining Balance Deduction Reference #\_\_\_\_\_**

**Date sent to Human Resources:\_\_\_\_\_ Initials:\_\_\_\_\_ Deduction Start Date:\_\_\_\_\_**

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date