

The Family Fund

Payroll Authorization - Manual Changes

The Family Fund is a charitable **501(c)(3)** that was established to help associates in the Thrive Restaurant Group family offset expenses in cases of a catastrophic life events. The Family Fund is governed by a board of employees who are non-owners of Thrive Restaurant Group.

We have given over half a million dollars to our employees when disaster strikes! The fund has also covered the lost wages for a single parent when he had to spend a month with his infant son at a regional cancer hospital. It has replaced clothes, toys and food for families who have their homes destroyed by floods or fire. It has also helped women flee abusive relationships.

You make all this possible with a simple **\$1** donation from each pay check. The power of family multiplies your dollar by thousands of employees and allows us to take care of our family members when they face unexpected tragedies.

If you wish to participate, you have two options to enroll: (1) Complete this form OR (2) Complete the change in ADP Workforce Now (website or mobile app.) On the Homepage, select Login to Benefits. Create a Life Event - Family Fund Change and complete the process.

Position ID from ADP (3 letters + 6 numbers): _____

Brand: _____ **Location Number & City:** _____

Employee Name (Print): _____

☐ **Option 1: I authorize \$ _____ (Per Pay Check) to be deducted from each of my paychecks and contributed to The Family Fund.**

☐ **Option 2: I choose to stop my current contribution to the Family Fund.**

Employee Signature: _____

Date Signed: _____

Manager: Once this form is complete, the form must be:

1. Uploaded in ADP's Employee Documents section under the category, "Deduction Authorizations".
2. Send a copy of the form to Payroll@thriverg.com to set up the deduction.

