



# Employee Ticket Purchase Payroll Deduction Form

**Disclaimer:** Once this form is turned in please note there WILL BE a deduction made from your next paycheck.

## STEP 1

### MY INFORMATION *(Please fill out completely)*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Staff ID: \_\_\_\_\_

**Horizon Opportunities, Inc. will not share your personal information.**

## STEP 2

### MY TOTAL DEDUCTIONS

Today's Date: \_\_\_\_\_

Ticket Order— Please indicate the type and number of tickets you would like.

**Non Supervisory Ticket** (one per person)... \$40 (Line 1)

Regular Admission (includes **Supervisors**) ... \$60 x \_\_\_\_\_ (# of tickets) = \$\_\_\_\_\_ (Line 2)

Total Deduction (Line 1 (if applicable) + Line 2).....\$\_\_\_\_\_ (Line 3)

## STEP 3

### AUTHORIZATION

My signature below authorizes the deduction of the total amount in Line 3 (in step two) from my next paycheck.

Signature: \_\_\_\_\_

\*IRS Tax Guidelines mandate that taxpayers who wish to deduct contributions through payroll deduction must retain pay stub, Form W-2 or other document furnished by employer that shows withheld for payment to charity, along with the donation form that shows the name of the charity. No goods or services were received in exchange for this gift.

**Please provide one copy to donor and keep one copy for company records.**