



Potomac Conference Corporation of Seventh-day Adventists

Israel – Jordan Extension

March 17 – April 2, 2019

Request for Payroll Deductions

_____ **\$200 deposit each (employee & spouse) – Non-Refundable after September 1, 2018** (will be deducted from payroll in month request is received)

Please indicate which trip you will participate in:

_____ **Full payment of the Israel tour only is expected by December 1, 2018.** Employee portion will be approximately \$470.00 and \$1,220.00 for spouse after conference subsidy and deposit excluding airfare. Monthly payroll deductions may be requested through November, 2018 payroll. Please indicate below a dollar amount you would like deducted each month.

- _____ July Payroll (in addition to \$200 Deposit)
- _____ August Payroll
- _____ September Payroll
- _____ October Payroll
- _____ November Payroll

_____ **Full payment of the Israel- Jordan Extension tour is expected by January 15, 2019.** Employee portion will be approximately \$1,720.00 and \$2,470.00 for spouse after conference subsidy and deposit excluding airfare. Additional monthly payroll deductions may be requested through November, 2018 payroll. Please indicate below a dollar amount you would like deducted each month.

- _____ July Payroll (in addition to \$200 Deposit)
- _____ August Payroll
- _____ September Payroll
- _____ October Payroll
- _____ November Payroll

By signing below I authorize Potomac Conference Corporation to make the payroll deductions as stated above.

Name (please print)

Signature

Email

Daytime Phone

Form to be submitted to Denise Hevener:

deniseh@pcsd.org
Potomac Conference Corporation of SDA
606 Greenville Avenue
Staunton, VA 24401