

Be a helping hand: **Employee Care Fund**



some things IN LIFE are

Here at Miller Pipeline, our employees care about each other - after all, we can only succeed if we succeed together. The **Employee Care Fund** is an employee-driven program providing assistance to Miller Pipeline employees who are experiencing financial burden due to unfortunate circumstances. The program is funded by company sponsored fundraising events and personal employee contributions through payroll deduction. The most common gift given through payroll deduction is \$2.00 or \$5.00 a week. If you would like to lend a hand to your co-workers in need, please take a minute to fill out the payroll deduction form.

If you learn of a co-worker in an unfortunate circumstance, please consider submitting their name to the program. And one day if life brings the unexpected and you find yourself needing support- we'll be here to help you too.

out of your control.

TOGETHER we can HELP each OTHER.



I WANT TO HELP.

Be a helping hand: Employee Care Fund Payroll Deduction Agreement

Employee Name (Please Print)	Social Security Number	Date Completed:
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I hereby authorize my employer Miller Pipeline to deduct \$_____ each week to be contributed towards the Miller Pipeline Employee Care Fund. The purpose of the Employee Care Fund is to provide Company employees with funds to aid in a personal crisis situation. This fund is managed by a committee comprised of employees throughout the organization. I understand that this contribution is not tax deductible and is deducted from my weekly gross wages on an after-tax basis. I further understand that I am making this contribution on a voluntary basis and that it will remain in full force and effect until I provide written notification to the payroll department to modify or terminate the deduction.

Forward your completed form to the Payroll Department at: Miller Pipeline, P.O. Box 34141, Indianapolis, IN 46234, Attn: Payroll Department or fax to (317) 328-4561. Your deduction will begin the week after it is received by the payroll department.