



AIDE Association Add New or Edit Existing Payroll Contribution Authorization

What is the AIDE Association?

The AIDE Association is the only non-profit charitable 501c3 corporation that solely assists DOL Employees! The AIDE Association has provided financial assistance to hundreds of department employees in need of aid. Assistance is provided to those experiencing an unexpected occurrence or serious situation requiring prompt attention (including but not limited to electric bills, rent, food, medical bills, and family emergencies). Aid is either monetary (either loans or grants) or in-kind services. All loans and grants are confidential and subject to review for approval by the AIDE Association’s Employee Relief Fund Review panel.

How can I contribute?

Automatic payroll deduction is the most convenient way to contribute. Our most common donations are \$5, \$10, and \$20 per pay period on a payroll deduction plan. The minimum amount allowed for this type of donation is \$1 per month, or just .50 cents per pay period.

**Thank you for deciding to give some of your paycheck to the AIDE Association
to help us provide assistance to your peers in need!**

DOL employee’s name _____

Employee ID number _____

Work email _____

Please select which payroll contribution option you would like to donate to the Aide Association:

By selecting on-going payroll deduction, I understand that once started, my monthly payroll deduction will continue automatically each pay period and roll over into the new year unless changed (by completing another New or Existing Payroll Contribution Authorization and emailing it to dolaide@dol.wa.gov).

One-time payroll deduction:

Amount to deduct \$ _____ Start with what paycheck? _____

Start on-going payroll deductions:

Amount to deduct \$ _____ Start with what paycheck? _____

Edit my on-going payroll deductions:

What is the new amount to deduct? _____ \$ Starting with what pay check? _____

End my on-going payroll deductions:

What paycheck should payroll discontinue my on-going payroll deductions to AIDE? _____

I hereby authorize the Department of Licensing Payroll Office to make changes to my paycheck as indicated above.

Signature _____

Date _____

AIDE Executive Officer Use Only

Payroll: Not valid without the authorizing signature of a member of the AIDE Association Executive Board.

For payment on a no-interest loan? Yes No

Case number: _____

Originating loan amount: \$ _____

Additional approved loan amount to add to existing balance: \$ _____

Approved by: _____