



**VOLUNTARY EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION**

Since 1919, Tandy Leather has been making an indelible mark, building a community centered around the celebration of leathercraft. Though far-reaching, this community begins with Tandy’s employees. It is only through their passion and commitment that Tandy has been able to champion the art of leathercrafting, year after year, decade after decade. We know that the success of our employees is synonymous with Tandy’s success, and ultimately the success of our ever-growing community. That’s why we established the Tandy Leather Employee Foundation. TLEF provides emergency assistance to current Tandy Leather employees who are experiencing immediate, unforeseen financial hardships. Whether medical challenges, displacement due to inclement weather, or simply struggling with life challenges, Tandy Leather wants to be there in support of its employees.

Tandy Leather is committed to continually building an organization that cares, and to developing a positive, supportive culture, which is why we’re excited to give our employees the opportunity to join us as we grow this fund and enhance our long-standing tradition of fostering community and giving back in meaningful, impactful ways. To establish the fund, Tandy Leather has made the initial contribution, and will continue to grow the fund by pooling donations from the company, suppliers, and you, its employees. Tandy Leather invites you to invest in yourself and others – make a donation and make *your* mark.

Tandy Leather has established guidelines for financial assistance. Employees do not have to contribute to the foundation to be eligible for assistance, but they are encouraged to make a tax-deductible donation via payroll deduction or one-time donation. If you would like to make a donation via payroll deduction, please complete the information below.

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I, \_\_\_\_\_, hereby authorize Tandy Leather to withhold from my wages the total amount of \$\_\_\_\_\_ which shall be withheld at a rate of \$\_\_\_\_\_ per pay period for \_\_\_\_\_ [specify number] of pay periods for the purpose of Tandy Leather Employee Foundation.

I represent that this authorization is executed voluntarily and has not been made as a condition of my continued employment.

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Employee Signature

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Date