Enrollment Instructions
Big Lots Foundation Emergency Assistance Fund Voluntary Payroll Deduction

Please use the instructions below to enroll in a voluntary payroll deduction supporting the Big Lots Emergency Assistance Fund (BLEAF). Dollars deducted will be donated to the BLEAF, and your contribution is tax-deductible.
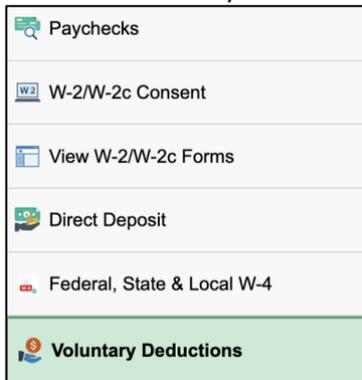
Please note that your deduction is a charitable donation and is nonrefundable. To learn more about the fund, visit biglots.com/EAF.

ACCESSING VOLUNTARY DEDUCTIONS ON MYBIGLOTS
1. Visit mybiglots.net.

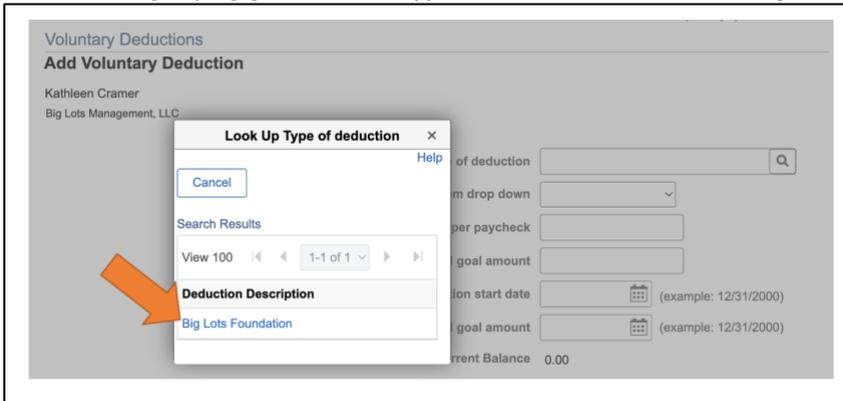2. Click the "payroll" box.

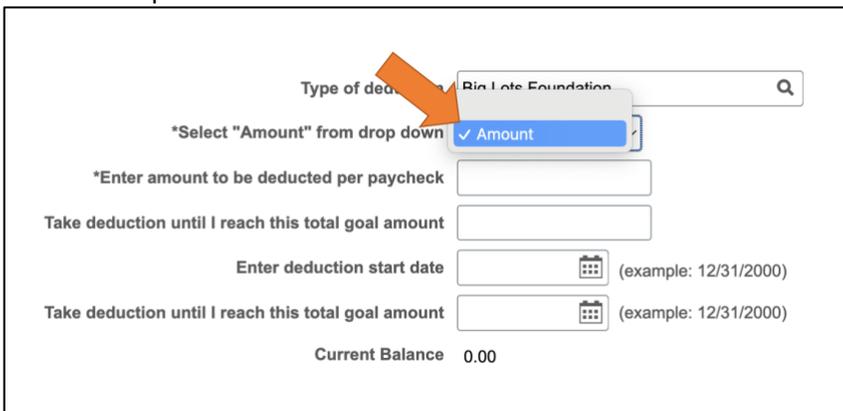3. Click the "voluntary deductions" tab on the lefthand side of the page.

4. Click "add deduction."

5. Click the magnifying glass icon in **Type of deduction** and select **Big Lots Foundation.**

6. Click the drop-down arrow in ***Select "Amount"** and select **Amount.**

VOLUNTARY DEDUCTION SCENARIOS

There are three different ways an associate may set up deductions.

Scenario 1

An associate may choose to make an ongoing voluntary deduction from each paycheck at a set dollar amount with no stop date. If at some point, the associate wants to end voluntary deductions, they may do so at any time by updating the Voluntary Deduction page with a stop date. They can begin again at any time by updating the Voluntary Deductions page with a start date and removing the stop date.

Example: An associate wants $10 deducted from each paycheck beginning June 12 and does not want to designate a date for the deductions to stop. The associate would follow the steps below:

1. In the ***Enter amount to be deducted per paycheck** field, enter the dollar amount to be deducted from each paycheck.
2. Click the calendar icon next to the **Enter deduction start date** field and select the desired date to start the deduction.
3. Click **Submit.**

Type of deduction	Big Lots Foundation
*Select "Amount" from drop down	Amount
*Enter amount to be deducted per paycheck	10
Take deduction until I reach this total goal amount	
Enter deduction start date	06/12/2022 (example: 12/31/2000)
Take deduction until I reach this total goal amount	(example: 12/31/2000)
Current Balance	0.00

Scenario 2

An associate may choose to make an ongoing voluntary deduction for a set amount to be deducted from each paycheck until a specific total donation amount has been reached. In this scenario, the associate selects the dollar amount to be deducted from each paycheck, the date the deductions will start, and the total donation goal amount.

Example: An associate wants to deduct a maximum of $300 over multiple paychecks. The associate would follow the steps below:

1. In the ***Enter amount to be deducted per paycheck** field, enter the dollar amount to be deducted from each paycheck.
2. In the **Take deduction until I reach this total goal amount** field, enter the total donation dollar amount.
3. Click the calendar icon next to the **Enter deduction start date** field and select date to start the deduction.
4. Click **Submit.**

Type of deduction	Big Lots Foundation
*Select "Amount" from drop down	Amount
*Enter amount to be deducted per paycheck	10
Take deduction until I reach this total goal amount	300
Enter deduction start date	06/12/2022 (example: 12/31/2000)
Take deduction until I reach this total goal amount	(example: 12/31/2000)
Current Balance	0.00

Scenario 3
An associate may choose to donate a specific dollar amount per paycheck for a specified timeframe, e.g., three months.

Example: An associate wants $10 deducted from each paycheck beginning June 12 but prefers that deductions only be taken for three months. The associate would follow the steps below:

1. In the *__Enter amount to be deducted per paycheck__ field, enter the dollar amount to be deducted from each paycheck.
2. Click the calendar icon next to the **Enter deduction start date** field and select date to start the deduction.
3. Click the calendar icon next to the **Take deduction until I reach this total goal amount** field and select date to end the deduction.
4. Click **Submit.**

Type of deduction	Big Lots Foundation 🔍
*Select "Amount" from drop down	Amount ⌄
*Enter amount to be deducted per paycheck	10
Take deduction until I reach this total goal amount	
Enter deduction start date	06/12/2022 📅 (example: 12/31/2000)
Take deduction until I reach this total goal amount	09/12/2022 📅 (example: 12/31/2000)
Current Balance	0.00