



## *Happy Holidays!*

Pennybyrn would like to extend our sincerest gratitude for the hard work and dedication you exemplify every day by presenting you with a Christmas Gift Bonus! Over the past year, the Residents of Pennybyrn have been busy contributing donations to our *Employee Appreciation Fund* and Maryfield Inc. made an additional donation in honor and appreciation of all you do!

Employees eligible for the gift must have been employed for 90 days by November 4, 2017 and actively worked during the 90 days prior to the same date. The amount of the Christmas gift each employee receives will be determined by the hours the employee worked between November 2016 through November 2017.

Maryfield, Inc is responsible for writing checks for the Christmas gifts and our processing requires taxes, garnishments, and current 401k deductions to be withheld. You will not need to report this gift on your taxes as it will be calculated on your W-2 automatically.

For employees enrolled in 401k, you may elect to change your deduction for the Christmas Bonus only by completing the “*Bonus Contribution Election Form*” and returning to Payroll. This form can be found on the Employee Portal/Bulletin Board. This form will apply to all Christmas gifts in the future, unless you complete a new election form each year.

*Thank you again for all you do! Merry Christmas and Happy Holidays!*

