



AUTHORIZATION FOR DEDUCTION FROM WAGES

EMPLOYEE RELIEF FUND FIRSTSERVICE - EMERGENCY ASSISTANCE FOUNDATION, INC.

I hereby direct and authorize American Pool Enterprises, Inc. to process post-tax payroll deductions from my paychecks to credit the FirstService Employee Relief Fund.

NEW **CHANGE** **CANCEL**

Signature _____ Date _____

Amount to Deduct from my earnings:

each Pay Period \$ _____ or first check of each month \$ _____

or ...amount to Deduct in the next regular payroll: **one-time only** \$ _____

Print Name _____

We recognize that many of our employees face personal hardships on a daily basis. To help ease the stress for those employees, FirstService and its Family of Companies are offering a company-wide relief fund. Employees facing a personal hardship are able to apply for a financial gift through a third-party organization administering the fund. The purpose of this relief fund is to allow employees the opportunity to GIVE and RECEIVE in times of need. The relief fund relies primarily on individual donations from employees, like you, and from support from our companies to fund this program. This is a wonderful way to embody our corporate values and to make a difference in each other's lives.

Please keep a copy of this form for your records. This information will be placed in your corporate personnel file for auditing purposes.

This update will take place on the next possible payroll processing.

-Corporate HR/Payroll Department



Emergency Assistance Foundation Inc.
charity begins at work™

FirstService Relief Fund

The FirstService Relief Fund was created to help employees who are facing financial hardship immediately after a natural disaster or an unforeseen personal hardship. All administrative costs of maintaining this fund will be paid for by FirstService Corporation and 100% of individual donations, like yours, will be directed to those who qualify for a grant. Every contribution helps!

Visit: <http://www.firstservicerelief.com/>

The screenshot shows the homepage of the FirstService Relief Fund. At the top, there are logos for FirstService (tagline: 'Creating value one step at a time'), FirstService Relief Fund (tagline: 'Administered by Emergency Assistance Foundation, Inc.'), and Emergency Assistance Foundation Inc. (tagline: 'charity begins at work'). Below the logos is a navigation bar with a 'Select Language' dropdown and a phone number '416.620.5634'. The main content area features a large banner with the heading 'DONATIONS AND SUPPORT' and a paragraph explaining the fund's purpose. Below the banner are three columns of information: 'MAKE A DONATION' with a 'Donation FAQ' button and a 'Donate' button; 'APPLY FOR A GRANT' with an 'Application FAQ' button, an 'Apply for a Grant' button, and an 'Already registered? - Sign in' button; and 'Community Resources' with a 'Community Resources' button and a paragraph explaining the resource's purpose.

You can make a voluntary ongoing gift or one-time gift through this secure website using your credit/debit card. To donate directly through payroll, **fill out the form** and provide to your Lead Admin or email it to Mike LaFaver at the Home Office.

You may also visit this site to apply for grant consideration.

**** All donations to the fund are tax deductible in the United States. The FEIN for the Emergency Assistance Foundation is 45-1813056.**

**** Qualified events that would be receive consideration include such things as natural disasters (floods, wildfires, tornados, earthquakes, hurricanes...), death, military deployment, effects of terrorism, mass transit accidents, etc. Visit the site above to review the application FAQ document.**

**** If you would have any other questions related to donating to the Fund, the Fund, or applying for a Fund grant; please feel free to contact your Lead Admin or Corporate HR/Payroll 443-501-4204 or at mlafaver@americanpool.com.**