Administrative Managers, Inc.
Georgia's Employee Leasing Company

301 Atlanta Highway
Cumming, Georgia 30040
Telephone (770) 844-0409
Fax (770) 889-0805

Savings Club Withdrawal Form

Employee Name _____

Social Security #_____

ClientName_____

Refund Request Amount $_____ or All

Please Check One: ☐ Continue Deductions
☐ Stop Deductions

REMINDER: Early withdrawal requests will be issued as a part of your next scheduled payroll check. There is no penalty for an early withdrawal. Terminated employees will be automatically paid out following the close of the quarter in which the employee was terminated. Their check will be mailed to the last known address.

Address To Send Terminated Employee Refund To:

_____

_____

_____

_____

Employee Signature: _____

Please Mail Or Fax To: Administrative Managers, Inc.
301 Atlanta Highway
Cumming, Ga. 30040
Fax: 770-889-0805