

Employee ID Number	Last Name (Please print)	First Name
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U.S. employees may contribute to the Richard Reese Employee Relief Fund in one of two ways: an on-going contribution through bi-weekly payroll deductions or a lump sum donation. Lump sum donations can be made in a single payroll deduction or spread out over a defined number of pay cycles.

Employees can change their election anytime throughout the year. Please indicate your election by selecting the appropriate box.

<input type="checkbox"/>	Biweekly Contribution - By selecting this option I authorize Iron Mountain to begin deductions from my paycheck in the amount indicated until I request it be stopped. My biweekly deduction is: \$ _____
<input type="checkbox"/>	One Time Contribution - By selecting this option I authorize Iron Mountain to take the deduction from my next paycheck in the amount indicated. My One Time Deduction is: \$ _____
<input type="checkbox"/>	Recurring Contribution - By selecting this option I authorize Iron Mountain to begin deductions from my paycheck in the amount indicated over the specified number of pay periods. My biweekly deduction is: \$ _____ over the next _____ biweekly pay periods.
<input type="checkbox"/>	Cancel Deductions - By selecting this option I wish to end immediately my current contribution election to the Richard Reese Employee Relief Fund.

To Submit This Form

- Complete the appropriate fields and save the form
- Login to HRConnect: www.ironmountain.com/HRConnect and click the *AskHR* link
- Fill out the subject and details of your request and attach the completed form
- Click *Submit*

All elections will be implemented as soon as administratively possible.

Questions, concerns or comments should be directed to **HRConnect** at 1-855-IM-ASKHR or on-line at www.ironmountain.com/HRConnect or to the **Iron Mountain Relief Fund** at relieffund@ironmountain.com.

SIGNATURES	
Employee Signature	Date