



INSTRUCTIONS TO CHANGE YOUR CONTRIBUTION PERCENTAGE

1. Check your Summary Plan Description or with your Employer to determine when and how often you may change the percentage of pay you contribute to the Plan.
2. Complete and sign the Payroll Change form.
3. Submit the Payroll Change form to your Employer and have them complete the Plan Administrator's Confirmation section.
4. Keep a copy of the completed Payroll Change form for your files.

PAYROLL CHANGE FORM

Name: _____ Soc. Sec.#: _____
(Please print)

Date of Birth: _____ Date of Hire: _____

Plan Name: _____

- () I elect to CHANGE my contribution percentage to _____% of my pay each pay period. If the Plan allows for investment direction by the participant, I understand that my contributions will be invested based on my current investment elections.

- () I elect to STOP my contributions to the Plan until further notice.

Employee's Signature Date

Plan Administrator's Confirmation

This Payroll Change form was received on _____.

Payroll Effective Date: _____

Plan Administrator/Representative

Distribution: Personnel, Payroll, Employee