401(k) PLAN
SALARY REDUCTION AGREEMENT

Account Information

Company Name _____

Name _____

Address _____

City _____ State _____ Zip_____

Social Security Number _____-_____-_____

Check one: ☐ New Agreement ☐ Change effective ____/____/_____

Salary reduction/deferral amount. This Agreement is effective upon acceptance by the Plan Administrator, and I may modify the Agreement as stated in the summary plan description. I authorize the Employer to withhold from my Compensation (and treat as my deferrals) the following amount:

Pre-Tax Deferral:

☐ ____% of my Compensation.

☐ $_____.

Roth Deferral (please check your summary plan description to see if Roth Deferral is allowed):

☐ ____% of my Compensation.

☐ $_____.

Zero:

☐ I hereby elect to terminate my prior Salary Reduction Agreement. (Note: If you do not have a Salary Reduction Agreement presently in effect, the Plan will treat your failure to complete and return this Agreement as an Election to defer zero.)

Compensation to which Agreement applies. I elect to make deferrals from the following portion of my Compensation:

☐ **Total Compensation.** My total Compensation (including bonus and other irregular amounts).

Duty to review pay records. I understand I have a duty to review my pay records (pay stub, etc.) to confirm the Employer properly has implemented my salary reduction election. Furthermore, I have a duty to inform the Plan Administrator if I discover any discrepancy between my pay records and this Salary Reduction Agreement. I understand the Plan Administrator will treat my failure to report any withholding errors for any payroll to which my Salary Reduction Agreement applies, by the cut-off date for the next following payroll, as my affirmative election to defer the amount actually withheld (including zero). However, I thereafter may modify my deferral election prospectively, consistent with the Plan terms.

Authorization

_____ _____

Signature of Employee Date Signature of Representative of Plan Administrator Date

PLEASE RETURN THIS FORM TO THE PLAN ADMINISTRATOR

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