EMPLOYEE 401(K) CONTRIBUTION LEDGER

Retirement Plan Administration Record

EMPLOYEE NAME
PLAN YEAR
EMPLOYEE ID
ENROLLMENT DATE
DEPARTMENT
EMPLOYER MATCH RATE

PAY DATE	GROSS WAGES ($)	PRE-TAX 401(K)		ROTH 401(K)		EMPLOYER MATCH		TOTAL CONTRIBUTION ($)	YTD CUMULATIVE ($)
		%	$	%	$	%	$		
TOTALS									

EMPLOYEE SIGNATURE & DATE

PLAN ADMINISTRATOR SIGNATURE & DATE