

# PRE-TAX RETIREMENT CONTRIBUTION AUTHORIZATION FORM

Payroll Template for Retirement Plan Contribution Election

## 1. EMPLOYEE INFORMATION

Last Name

First Name

Middle Initial

Employee ID

Social Security Number (Last 4 Digits)

Department

Email Address

Phone Number

## 2. PLAN SELECTION

Select the retirement plan in which you wish to enroll or modify your contribution.

401(k) Retirement Plan  403(b) Tax-Sheltered Annuity Plan  457(b) Deferred Compensation Plan

## 3. CONTRIBUTION ELECTION (PRE-TAX)

Specify the pre-tax amount or percentage you wish to contribute each pay period.

New Enrollment / Start Contribution  Change Existing Contribution  Stop Contribution / Cancel Participation

Percentage of Gross Pay Per Pay Period

%

OR

Flat Dollar Amount Per Pay Period

\$

#### 4. AUTHORIZATION

I hereby authorize my employer to reduce my gross salary by the percentage or dollar amount specified above per pay period, and to contribute this amount to my designated retirement plan account on a pre-tax basis. I understand that this election will remain in effect until I submit a new written authorization form changing or terminating my contribution. I acknowledge that my contributions are subject to Internal Revenue Code annual limits.

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**Employee Signature**

\_\_\_\_\_

**Date**

#### EMPLOYER USE ONLY

<b>Date Received:</b>		<b>Effective Pay Date:</b>	
<b>Processed By (Name):</b>		<b>Processor Signature:</b>	
<b>Payroll System Entry Date:</b>			