

401(K) RETIREMENT CONTRIBUTION WITHHOLDING

Payroll Processing Template

COMPANY & PAYROLL PERIOD INFORMATION

Company Name		Pay Period Begin Date	
Plan ID / Number		Pay Period End Date	
Pay Date		Payroll Cycle	

EMPLOYEE GENERAL INFORMATION

Employee Name		Employee ID	
Social Security No. (Last 4)		Department / Division	

401(K) CONTRIBUTION ELECTION & CALCULATIONS

Description	Election Rate (%) / Amount (\$)	Current Period Contribution (\$)
Gross Eligible Compensation		
Pre-Tax 401(k) Contribution		
Roth 401(k) Contribution (Post-Tax)		
401(k) Catch-up Contribution (Pre-Tax)		
Roth 401(k) Catch-up Contribution (Post-Tax)		
Employer Matching Contribution		
Employer Non-Elective / Safe Harbor Contribution		
Total Employee Contribution		
Total Employer Contribution		
Total Combined Plan Remittance		

AUTHORIZATION & VERIFICATION

Prepared By (Payroll Administrator)

Date

Approved By (Authorized Signatory)

Date