

401(K) CONTRIBUTION PAYROLL DEDUCTION FORM

Authorization & Payroll Change Request

COMPANY & EMPLOYEE INFORMATION

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

PAYROLL PERIOD & EFFECTIVE DATE

Effective Date		Pay Frequency	
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CONTRIBUTION ELECTION DETAILS

Contribution Type	Percentage of Pay (%)	or	Fixed Dollar Amount (\$)
Pre-Tax 401(k) Contribution		or	
Roth 401(k) Contribution (Post-Tax)		or	
Catch-Up Contribution (Age 50+)		or	

EMPLOYER MATCHING DETAILS (FOR PAYROLL USE ONLY)

Employer Match Eligible		Employer Match Rate / Formula	
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AUTHORIZATION & ACKNOWLEDGMENT

I hereby authorize my employer to withhold the designated percentage or dollar amount from my eligible compensation each pay period and transmit these funds to my account in the company-sponsored 401(k) plan. I understand that this election will remain in effect until I submit a new written authorization or terminate employment.

EMPLOYEE SIGNATURE

DATE

HR / PAYROLL ADMINISTRATOR SIGNATURE

DATE PROCESSED

This document serves as a payroll adjustment record. Original copy to be retained in the employee's personnel file.