

VOLUNTARY RETIREMENT CONTRIBUTION ELECTION FORM

Payroll Deduction Authorization

COMPANY INFORMATION

Employer Name

EMPLOYEE INFORMATION

Full Name

Employee ID

Department

Email Address

PLAN ELECTION TYPE

- Traditional 401(k) (Pre-Tax)
- Roth 401(k) (Post-Tax)
- 403(b) Tax-Sheltered Annuity
- Simple IRA

CONTRIBUTION ELECTION

Select one of the following options to define your contribution per pay period:

Contribution Type	Percentage of Compensation (%)	OR	Flat Dollar Amount (\$)
Pre-Tax Contribution	<hr/>	OR	<hr/>
Roth (Post-Tax) Contribution	<hr/>	OR	<hr/>
Catch-Up Contribution (Age 50+)	<hr/>	OR	<hr/>

AUTHORIZATION AND ACKNOWLEDGEMENT

I hereby authorize my employer to deduct the designated amount(s) or percentage(s) from my eligible compensation each pay period and remit such designated contributions to my retirement plan account. I understand that this election will remain in effect until I submit a new election form or terminate my employment. I acknowledge that it is my responsibility to monitor my annual contributions to ensure they do not exceed IRS statutory limits.

Employee Signature

Date

PAYROLL DEPARTMENT USE ONLY

Date Received

Effective Pay Period Date

Processed By (Name / Signature)

Date Processed