



401 (k) Change Form

Participant name:

Social security number:

Company name:

- I wish to **discontinue** contributions made to my 401k account.
- I wish to change my per check deduction percent from _____% to _____% (minimum 1%, maximum 75%).
- I wish to change my per check fixed dollar deduction amount from \$_____ to \$_____.
- Of my TOTAL deferral amount as shown above, I elect the following:

Pre-tax deferral _____% After-tax deferral (ROTH) _____% (you may choose one or the other or both). Total deferral may not exceed the IRS maximum deferral amount for the year.

Effective date:

Employee signature:

Date:

Please fax form to: Beth Balmforth, Payroll Specialist at
(734) 542-1149