



401(k) Plan Deferral



If you wish to withhold 401(k) retirement savings from your paycheck return this form to your employer.

Instructions:

- 1) Complete the form below.
- 2) Sign the form.
- 3) Return it to your employer.

YOUR INFORMATION		
Last Name	First	Middle
Social Security Number	DOB	DOH

Choose either a percentage OR a dollar amount you want withheld from your paycheck.

401(k) PAYROLL DEDUCTION	Percentage (use whole percentages)	Dollar Amount (each paycheck)
Pre-tax 401(k)	%	\$

Pre-tax 401(k) withheld reduces your taxable income each payroll. Income tax is not withheld from your paycheck on this amount. When benefits are paid from the Pre-tax 401(k) account they are taxed when you receive them, unless you rollover your payment to an IRA or another retirement plan.

You may not withdraw amounts from the Pre-tax 401(k) account while you work for the company unless you are over age 59 ½ or have a proven financial hardship under the terms of the plan.

This withholding will apply as soon as administratively possible to the payroll period you are eligible to make or change your 401(k) percentage under the terms of the plan.

Sign Here: _____ Date: _____

Have Questions??? Call 1-800-933-3863, weekdays between 7:00 a.m. and 7:00 p.m. Central Time