



## **INSTRUCTIONS TO CHANGE YOUR CONTRIBUTION PERCENTAGE**

1. Check your Summary Plan Description or with your Employer to determine when and how often you may change the percentage of pay you contribute to the Plan.
2. Complete and sign the Payroll Change form.
3. Submit the Payroll Change form to your Employer and have them complete the Plan Administrator's Confirmation section.
4. Keep a copy of the completed Payroll Change form for your files.

**PAYROLL CHANGE FORM**

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Name: \_\_\_\_\_ Soc. Sec.#: \_\_\_\_\_  
(Please print)

Date of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Plan Name: \_\_\_\_\_

- ( ) I elect to CHANGE my contribution percentage to \_\_\_\_\_% of my pay each pay period. If the Plan allows for investment direction by the participant, I understand that my contributions will be invested based on my current investment elections.
  
- ( ) I elect to STOP my contributions to the Plan until further notice.

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Employee's Signature Date

**Plan Administrator's Confirmation**

This Payroll Change form was received on \_\_\_\_\_.

Payroll Effective Date: \_\_\_\_\_

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Plan Administrator/Representative

Distribution: Personnel, Payroll, Employee