

# DEFERRAL PERCENTAGE ELECTION FORM

*This form can be used to change your current deferral election in your Plan, make a separate deferral election on a bonus pay (if your plan allows), or to elect to make Catch-Up contributions if you have or will attain age 50 in the current calendar year. Please complete all applicable sections in their entirety. Upon completion, please send this form to your HR department to coordinate your payroll deductions.*

## Participant Information (Please print clearly and complete all appropriate fields)

Plan Name

Participant Name

Social Security Number

## Deferral Percentage Change Election

As a current participant in the above referenced retirement plan, I wish to make the following change to my current deferral election. I understand that the 2024 IRS contribution limit per individual is \$23,000. If I am over age 50 before the end of the current year, and the dollar amount or percentage I elect below will exceed the \$23,000 limit this year, I elect to continue my contributions up to an additional \$7,500 as catch-up contributions.

- I would like \_\_\_% or \$\_\_\_\_\_ of my compensation withheld each pay and contributed to my account on a pre-tax basis.
- I would like \_\_\_% or \$\_\_\_\_\_ of my compensation withheld each pay and contributed to my account on a Roth basis.
- I would like to contribute the maximum amount annually including catch-up contributions (if applicable) on a pre-tax basis until this election is revoked.
- I would like to contribute the maximum amount annually including catch-up contributions (if applicable) on a Roth basis until this election is revoked.
- I would like to stop contributing to the retirement plan immediately.

This change is effective beginning \_\_\_\_\_ (please refer to your Summary Plan Description for allowable dates)

## Separate Deferral Election for a Bonus (by default, if no withholding election is made on a bonus, your normal withholding will apply)

- I choose NOT to have ANY amounts withheld from ANY bonuses paid to me moving forward until elected otherwise.
- I choose to have my standard payroll withholding apply to any and all bonuses paid to me moving forward until elected otherwise.
- I choose to make a special deferral, one-time withholding election for the bonus dated \_\_\_\_\_ as follows:
  - I would like \_\_\_% or \$\_\_\_\_\_ of my bonus to be withheld and contributed to my account on a pre-tax basis.
  - I would like \_\_\_% or \$\_\_\_\_\_ of my bonus to be withheld and contributed to my account on a Roth basis.

*I hereby certify that I have made the above elections voluntarily and independently, and that neither my Employer nor any Fiduciary of this plan has influenced my decision.*

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date