

401(k) Salary Reduction Agreement



Instructions:

Participant completes section 1-3 and returns to the Human Resources Department.

SECTION 1 - GENERAL INFORMATION

I am electing to change the following: Personal Information Contribution Election

Plan Name	Current Date	
Participant Name (Last Name, First Name)	Social Security Number	
Participant Address (Number, Street, Apt., City, State, Zip Code)	Date of Birth	
If you are enrolling in the plan for the first time, please contact your HR department for current Enrollment Form.	Phone Number	Date of Hire

SECTION 2 - CONTRIBUTION ELECTION / CHANGES

Traditional (Pre-Tax) 401(k) I elect to defer \$ _____ or _____ % of my earnings to the retirement plan.
(Not to exceed current plan/IRS limitations.)

AND/OR

Roth (Post-Tax) 401(k) I elect to defer \$ _____ or _____ % of my earnings to the retirement plan.
(Not to exceed current plan/IRS limitations.)

OR

I hereby elect to STOP my contribution to the retirement plan. Effective: _____ (Date)

I elect not to defer to the retirement plan at this time.

SECTION 3 - PARTICIPANT SIGNATURE

I hereby authorize the appropriate payroll deduction or stoppage based on the elections indicated above to be effective until changed by me in writing. This replaces any prior elections. I understand that these changes will be coordinated with payroll cycles. I also understand that it is my responsibility to review my pay records to confirm my employer has properly implemented my salary deferral election. I also have a duty to report any discrepancy between my pay records and this salary deferral agreement. I understand that the Plan Administrator will treat my failure to report any errors in the withholding for any payroll to which this salary reduction agreement applies, by the cut-off date for the next following payroll, as my affirmative election to defer the amount that is actually withheld (including zero). I understand that, thereafter, I may modify my salary deferral election consistent with the plan terms.

Signature of Participant

Date

CHANGES TO YOUR INVESTMENT ALLOCATION AND FUND TRANSFERS ARE MADE BY CALLING INQUIRE AT 1-800-772-2182, OR ON THE WEB AT www.nationwide.com/login.