

401(k) Contribution Enrollment/Deferral Change Form

Elevator Constructors Annuity and 401(k) Retirement Plan



60041

Use this form to notify your employer to start your contributions, change your savings rate, suspend your contributions or resume your contributions. Your employer will keep this form to update payroll.

General Information (Please print or type)

Employee's Name: _____

Employer Name: _____

Local Number: _____

Employee SS#: _____ / _____ / _____ Employee's Phone Number: (____) _____

Employee's Address: _____

Employee's Birthdate: ____/____/____ Hire Date: ____/____/____

- START:** I want to start my participation in the plan and my contribution rate will be _____% or \$_____, per pay period. It will become effective coincident with the first payroll of the following month.
- SUSPEND:** I want to suspend my participation in the plan and reduce my contributions to zero. Please execute this request as soon as administratively possible.
- RESUME:** I want to resume my participation in the plan and increase my contributions from zero to _____% or \$_____, per pay period. Please execute this request as soon as administratively possible.
- CHANGE:** I want to change my rate of savings to _____% or \$_____, per pay period. Please execute this request as soon as administratively possible.

Note: Participants employed by Otis may only make a percentage election.

Employee Signature

Date