



# 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