



401k One-Time Deferral

Payroll Authorization

Employee Name: _____

Social Security Number: _____

Worksite Employer: _____

Please accept this letter as my request to change my current deferral election in addition to any applicable 401(k) employer contributions for my upcoming (special/bonus) payroll.

I elect to have my Elective Contribution in the amount of _____% (enter from 1% to 95%) or \$_____ (dollar amount) deducted on the following payroll date*: _____/_____/_____ (enter check date).

I understand this is a one-time request for this specific payroll, and that 401(k) deferrals and contributions will resume immediately after this (supplementary) payroll is processed.

I hereby authorize my Employer to defer all or a portion of my check to the Plan as Elective Contributions in accordance with my election indicated above.

Signature

Date

Pay Tech: _____
Name

Completed on: _____
Date

**This election change is effective only for the check paid on the date indicated above.*

