



SPECIAL BONUS/PAYROLL OPT-OUT AUTHORIZATION

Employee Name: _____

Social Security Number: _____

Worksite Employer: _____

Please accept this letter as my request to suspend 401(k) employee deferrals in addition to any applicable 401(k) employer contributions for my upcoming special/bonus payroll. This additional compensation will be processed on _____(enter date mm/dd/yyyy).

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.

Signature

Date