



Elective 401(k) Contribution Rate-Suspension-Resumption Form

Elevator Constructors Annuity and 401(k) Retirement Plan

60041

Use this form to notify your employer of a change in your savings rate, suspend your contributions or resume your contributions. Your employer will keep this form to update payroll. It will become effective coincident with the first payroll of the following month.

Today's Date: _____

General Information (Please print or type)

Employer Name: _____

Employee's 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.
- ☐ **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 dollar election.

Employee Signature _____

Date _____

RS-3828-00