



# Employee Retirement Contribution Form

Employee Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Action Requested:

- START** Contributions: I want to begin participation in the plan selected, with the contribution *per pay period* listed below.
- CHANGE** Contribution amount: I want to change my contribution to the plan selected, as listed below.
- SUSPEND** Contributions: I want to suspend my participation in the selected plan and reduce my contributions to zero.

	Retirement Account	Dollar Amount*	Percentage Amount*
<input type="checkbox"/>	URS 401(k)		
<input type="checkbox"/>	URS 457(b)		
<input type="checkbox"/>	TIAA-CREF 403(b)		

*\*per pay period*

By electing to make contributions to your retirement plan, and signing below, you are authorizing Mountainland Technical College to withhold those contributions from your pay.

I authorize Mountainland Technical College to withhold from my paycheck, each pay period, the dollar or percentage amount listed above, and pay it on my behalf to the retirement account selected. I understand that it is my responsibility to be aware of IRS contribution limits, and that these funds will be vested immediately upon payment by the College to the retirement account administrator.

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Employee Signature

Date

*\* Changes are made as soon as administratively possible. In most circumstances, changes to employee contributions will go into effect within 30 days.*