



Employee Information Form

Employee Name _____

Emergency Contact Information

In case of emergency, please contact:

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

E-Mail: _____

Paycheck Handling

Please choose one of the following options for transmitting paycheck or direct deposit information record.

- I would like to enroll in direct deposit (please complete direct deposit authorization).
Mail paychecks and payroll stubs to the following address:

Address, City, State, Zip Code

- Hold for pick-up at Chipton Ross, 1756 Manhattan Beach Bl., Manhattan Beach, CA
 Hold for pick-up at Chipton Ross, 6926 Rivers Avenue, North Charleston, SC.
 Mail to the address on my W-4 form.
 Mail to the following alternate address:

Address, City, State, Zip Code

401(k) Retirement Plan – Automatic Enrollment Global Retirement Solutions 401(k) Plan (www.GRS401kPlan.com)

- I elect to contribute the following percentage of my pretax compensation each payroll period to The Plan: ____% (max 90% - default 3%) or dollar amount \$_____. Please stop at \$_____ this year (adjust for any previously made contributions this year). Limits for 2016: \$18,000 or \$24,000 (if 50 years old or older). See www.GRS401kPlan.com for information.
- I do not want to enroll in the 401(k) Plan. This election will not prohibit any future election I may make to contribute to The Plan.
Note: Failing to check a box or not specifying \$/% will automatically enroll you at 3%.

Safety Booklet and Policy Statements

- I have reviewed and understand Chipton-Ross' Employee Safety Booklet, Policy Statements and Chipton-Ross Policy & Procedure checklist, and I agree to comply with the safety and policy guidelines while employed by Chipton-Ross. Please visit <https://www.chiptonross.com> to review this information.

Signature: _____

Date: _____