

LAST NAME	FIRST NAME
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EMERGENCY CONTACT INFORMATION

In Case of Emergency, please contact:

Name: _____	Home Phone: _____
Address: _____	Cell Phone: _____

PAYCHECK HANDLING

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

I would like to pick up paper checks from Chipton-Ross, only at 420 Culver Blvd, Playa Del Rey, CA 90293.

I would like to enroll in direct deposit, and I understand that my paystubs and other tax related information will be available for me to view on the myTime employee portal. (Please return direct deposit enrollment form.)

I would like to receive paper checks via US Postal Mail. Please mail my live checks to:

Street Address

City State Zip Code

401(k) Retirement Plan - **Automatic Enrollment**

Global Retirement Solutions 401(k) Plan - <http://www.grs401kplan.com> - visit for more information

I elect to contribute the following percentage OR dollar amount of my pre-tax compensation each payroll period to the plan.

_____ % OR \$ _____ and please stop at: \$ _____ this year.
(max 90%, default 3%) (Dollar Amount) (Limits for 2019: 18,500.00 or 24,500.00 (ages 50+)); limit should be adjusted for any previous contributions made this year.

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 select an option or specifying a contribution type/percentage will automatically enroll you at 3%.

Safety Booklet and Policy Statements - located on www.chiptonross.com, under forms, for your review.

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.

_____ Initial

_____ Employee Signature Date