

**Paycheck Contribution Election  
401(k) Plan**

**Goodwin College Savings & Retirement Plan**

**336129-01**

*Use black or blue ink when completing this form. For questions regarding this form, visit the Web site at [www.empower-retirement.com/](http://www.empower-retirement.com/) participant or contact Service Provider at 1-800-338-4015.*

**A Participant Information**

*Account extension, if applicable, identifies funds transferred to a beneficiary due to participant's death, alternate payee due to divorce or a participant with multiple accounts.*

Account Extension \_\_\_\_\_

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Social Security Number *(Must provide all 9 digits)*

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

M.I. \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

I have a retirement savings account with a previous employer or an IRA.  Yes or  No

I would like help consolidating my other retirement accounts into my account with Empower Retirement.\*  Yes, I would like a representative to call me at phone # \_\_\_\_\_ to review my options and assist me with the process. The best time to call is \_\_\_\_\_ to \_\_\_\_\_ A.M./P.M. (circle one - available 8:00 A.M. to 6:00 P.M. MST). \*Rollovers are subject to my Plan's provisions.

**B Payroll Election(s)**

**Paycheck Contribution Election (Payroll Deductions)**

Select One:  Start  Restart  Change  Stop

I elect to contribute to the Plan the following amount(s) or percentage(s) of my eligible compensation indicated below *(per pay period)*:

Before-Tax Contributions \$ \_\_\_\_\_ or \_\_\_\_\_ % (\$1.00 - \$18,000.00 or 1% - 100%)

Date of Hire (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

The total annual before-tax contributions cannot exceed \$18,000.00 of my eligible compensation in the 2017 tax year.

**Age 50 Catch-Up Election**

I elect to contribute to the Plan additional Age 50 Catch-Up amount(s) or percentage(s) of my eligible compensation as indicated below *(per pay period)*:

Before-Tax Contributions \$ \_\_\_\_\_ or \_\_\_\_\_ %

Payroll Effective Date (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

The total before-tax Age 50 Catch-Up amount cannot exceed \$6,000.00 of my eligible compensation in the 2017 tax year. I must be age 50 or older during this calendar year and I must be currently deferring the maximum amount allowable under the Internal Revenue Code and applicable regulations and/or my Plan. If I stop my deferrals and/or do not defer the maximum amount during this calendar year, the Age 50 Catch-Up amount I have elected to contribute will not be considered a Catch-Up deferral. The Catch-Up contributions will be allocated in the same manner as my regular contributions.

I elect to cancel my Catch-Up contribution election.

**C Signatures and Consent (Signatures must be on the lines provided.)**

**Participant Consent (Please sign on the 'Participant Signature' line below.)**

My signature acknowledges that I have read, understand and agree to all pages of this form and affirms that all information that I have provided is true and correct. I also understand that:

- Until cancelled, superseded or I cease to be an eligible employee, all election(s) shall apply to all eligible compensation allowed by the Plan paid from the effective date specified unless a different effective date is required under the terms of the Plan and cancels all previous elections.
- I may change the dollar amount or percentage of compensation contributed as allowed under the terms of the Plan.
- It is my responsibility to comply with any Internal Revenue Code deferral limits and that I may be responsible for any costs, including taxes and penalties that I may incur as a result of excess contributions.
- My Plan Administrator may take any action that may be necessary to ensure that my participation is in compliance with any applicable requirement of the Plan Document and the Internal Revenue Code.
- I authorize the payroll deduction as indicated on this form.

Any person who presents false or fraudulent information is subject to criminal and civil penalties.

**Participant Signature** \_\_\_\_\_ **Date (Required)** \_\_\_\_\_

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

<b>C</b>	<b>Signatures and Consent</b> <i>(Signatures must be on the lines provided.)</i>		
	<p><b>Authorized Plan Administrator Signature</b> <i>(Please sign on the 'Authorized Plan Administrator Signature' line below.)</i></p> <p>I authorize the election indicated by the participant above.</p> <p><b>Authorized Plan Administrator Signature</b> _____ <b>Date (Required)</b> _____</p> <p><i>A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.</i></p> <p><b>Print Full Name</b> _____</p>		
<b>D</b>	<b>Mailing Instructions</b>		
	<p>After all signatures have been obtained, this form can be sent by</p> <table border="0"> <tr> <td><b>Fax to:</b> 1-866-633-5212</td> <td><b>Regular Mail to:</b> Empower Retirement PO Box 173764 Denver, CO 80217-3764</td> <td><b>Express Mail to:</b> Empower Retirement 8515 E. Orchard Road Greenwood Village, CO 80111</td> </tr> </table>	<b>Fax to:</b> 1-866-633-5212	<b>Regular Mail to:</b> Empower Retirement PO Box 173764 Denver, CO 80217-3764
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