



ELEVATOR CONSTRUCTORS ANNUITY AND 401(K) RETIREMENT PLAN

401(k) Contribution Enrollment/Deferral Change Form

Unless your employer provides you with its own Enrollment/Deferral Change Form, use this form to notify your employer to start your 401(k) contributions, change your 401(k) contribution rate, suspend your 401(k) contributions or resume your 401(k) contributions. Your employer will use this form to update payroll. By electing to make contributions to the Plan, you are authorizing your employer to withhold those contributions from your pay.

General Information (Please print or type)

Employee's Name: _____

Employer Name: _____

Local Number: _____

Employee SS#: _____ / _____ / _____ Employee's Phone Number: (____) _____

Employee's Address: _____

Employee's Birthdate: _____ / _____ / _____ Hire Date _____ / _____ / _____

Employee Enrollment or Deferral Change (Please check only one box and provide requested information where indicated)

- START:** I want to start my participation in the plan and my contribution rate will be _____% or \$ _____, per pay period. It will become effective coincident with the first payroll of the following month.
- 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 contributions to _____% or \$ _____, per pay period. Please execute this request as soon as administratively possible.
- 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.

(Note: Participants employed by Otis may only make a percentage election.)

Catch-Up Contributions. Generally, your elective deferrals may not exceed the "applicable dollar amount" as established by the IRS in a calendar year. If your elective deferrals reach the IRS' applicable dollar limit during the calendar year, your employer will cease making elective deferrals to the plan for the remainder of the calendar year. However, if you attain **age 50** or older by the end of the calendar year, you may make "Catch-Up Contributions" under the plan until you reach the IRS' applicable dollar amount for Catch-Up Contributions. If you are age 50 or older by the end of the calendar year and wish to make Catch-Up Contributions to the plan if and when you reach the IRS' applicable dollar limit for elective deferrals, please check the box below:

- YES,** I will be age 50 or older in the calendar year and I wish to make Catch-Up Contributions when and if my elective deferrals reach the IRS applicable dollar limit.

Employee Signature _____

Date _____