

Employee Contribution Form

Integrated Stair Systems 401(k) Plan

INSTRUCTIONS: This form is used to begin, modify or stop participant contributions to the plan. This form should be returned to your payroll department. You should also review your investment selections and make changes as necessary. You can change your investment selections online or using the Investment Selection Form.

CONTRIBUTION LIMITS

You can contribute up to 100.00% of your eligible compensation, up to the IRS limits (which are adjusted each year for inflation). In addition, if you are over age 50 by the end of the calendar year, you can contribute an additional amount, called a catch-up contribution. The maximum catch-up contribution is set by the IRS and adjusted annually. You may choose to contribute traditional pre-tax deferrals, after-tax Roth deferrals or a combination of both.

PARTICIPANT INFORMATION

Legal Name (Last, First, MI)		Social Security Number	Date of Birth	Date of Hire
Mailing Address			City, State & Zip	
Daytime Phone	Cell Phone	Accepts Texts Y / N * Please Circle	Preferred Email	

CONTRIBUTION ELECTION

Check one box below:

I am eligible for catch-up contributions.

Please deduct _____% or \$_____ from my compensation per pay period on a **pre-tax** basis.

Please deduct _____% or \$_____ from my compensation per pay period on an **after-tax Roth** basis.

Please **stop all deferrals** as soon as administratively feasible.

I **do not** wish to contribute at this time.

SIGNATURE AND AUTHORIZATION

This amount is to be invested with the Trustee according to my investment selections. If I have not designated investment selections, then I understand that my contributions will be deposited into the plan's qualified default investment alternative. I understand that these changes will become effective as soon as administratively feasible.

Participant Signature

Date

Statements are electronically available at the end of each calendar quarter. To request a paper copy, log in to your account and edit your settings / profile.