



# One Time Deferral Rate Change Form

NC 401(k) PLAN

## Instructions

Please print using black ink. The purpose of this form is to change your payroll deferral rate for a one payroll cycle only. Please keep a copy for your records and send completed form to your PAYROLL Office. Please note if you are on BEACON payroll, please follow instructions at the bottom of this form.

### Questions?

Call 1-866-NCPLANS for assistance.

## About You

Plan number

0 0 2 0 0 3

Current Employer Name: \_\_\_\_\_

Social Security number

Daytime telephone number

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

area code

First name

MI

Last name

\_\_\_\_\_

## One Time Change

I wish to contribute the following from my salary per pay period ending \_\_\_\_\_:

**Before-Tax Contribution Election.**

\$ \_\_\_\_\_, \_\_\_\_\_ .00 (please provide whole dollars only)

OR

\_\_\_\_\_ % (please fill in % from 1-80%, in whole percentages)

**Roth 401(k) Contribution Election.**

\$ \_\_\_\_\_, \_\_\_\_\_ .00 (please provide whole dollars only)

OR

\_\_\_\_\_ % (please fill in % from 1-80%, in whole percentages)

My yearly salary is \$\_\_\_\_\_. My pay frequency is \_\_\_\_\_. Please note that if the contribution amount provided is not in the correct format (dollar vs. percentage), Prudential will use your salary information to calculate your contribution in accordance with what your payroll requires.

If you are not certain of the method (\$ or %) of your employee deferrals, please verify with your Payroll Office.

Roth contributions are offered as a feature of the NC 401(k) Plan, however, a deferral may not be available at this time because your employer may be in the process of updating their payroll system to accommodate this feature. If you are unsure if your employer's payroll has been updated please contact a Customer Service Representative at 1-866-627-5267.

**Please note:** This change will be effective for the payroll date specified above **ONLY**. This one time change will not affect your current contribution rate, if any. Your current rate will resume with your next payroll cycle.

## Your Authorization

**I understand the timing of this one time change needs to be coordinated through my payroll office in order to have the amount above deducted from the proper paycheck.**

X  \_\_\_\_\_ Date \_\_\_\_\_

Participant's signature

**BEACON PAYROLL: Please return completed form to BEST Shared Service 1425 Mail Service Center, Raleigh, NC 27699-1425 or fax it directly to 919.855.6861 (BEST Shared Service is the support organization for employees and human resource associates formerly on Central Payroll. This does not include the Universities who are currently still on Central Payroll). \*\*Please be sure that deferrals are in WHOLE DOLLARS ONLY\*\***