



Employees are able to make changes to their 401K deduction each quarter. These dates are January 1st, April 1st, July 1st, and October 1st. If you wish to change your contribution into your 401K please let HR know as soon as possible.

Employees must participate in the 401K program in order to receive contributions from Connections. The Credit Union matching formula is as follows:

- Match 100% up to applicable service level

My current contribution is _____

Yes: Please change my 401K **total** contribution to _____% / \$\$

Traditional contribution _____% / \$\$

Roth contribution _____% / \$\$

**Authorize change to contribution

Signature: _____

Date: _____

**No change to contribution

Signature: _____

Date: _____

Please return to Human Resources