



**CHIPTON-ROSS**  
The Power of People

## Employee Information Form

### ***Emergency Contact Information***

In case of emergency, please contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### ***Paycheck Handling***

Please choose one of the following options for transmitting paycheck or direct deposit information record.

- I would like to enroll in direct deposit (please complete direct deposit authorization).
- Hold for pick-up at Chipton Ross, 1756 Manhattan Beach Bl., Manhattan Beach, CA
- Hold for pick-up at Chipton Ross, 6926 Rivers Avenue, North Charleston, SC.
- Mail to the address on my W-4 form.
- Mail to the following alternate address:

\_\_\_\_\_  
Address, City, State, Zip Code

### ***401(k) Retirement Plan – Automatic Enrollment*** ***Global Retirement Solutions 401(k) Plan ([www.GRS401kPlan.com](http://www.GRS401kPlan.com))***

- I elect to contribute the following percentage of my pretax compensation each payroll period to the Plan: \_\_\_\_% (max 90% - default 3%) or dollar amount: \$ \_\_\_\_\_. Please stop at \$ \_\_\_\_\_ this year (adjust for any previously made contributions this year). Limits for 2013: \$17,500 or \$23,000 (if 50 years old or older). Enroll at [www.GRS401kPlan.com](http://www.GRS401kPlan.com)
- I do not want to enroll in the 401(k) Plan. This election will not prohibit any future election I may make to contribute to The Plan.  
*Note: Failing to check a box or not specifying \$/% will automatically enroll you at 3%.*

### ***Safety Booklet and Policy Statements***

- I have reviewed and understand Chipton-Ross' Employee Safety Booklet, Policy Statements and Chipton-Ross Policy & Procedure checklist, and I agree to comply with the safety and policy guidelines while employed by Chipton-Ross.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_