

**Enrollment Methods**

- Retirement Services Online Web site: <https://benefits.paychex.com>
- Employee Services Information Line: **877-244-1771, retirement services option**
- Fill out this form and fax it to: **585-389-7252**

**Note:** By using either the Web site or Information Line, you do not need to send this form to Paychex, Inc.

**Employee Information** (All information is required)

Employee Name _____	Social Security Number _____ - _____ - _____
Company Name _____	Office/Client Number _____
Date of Birth ____ / ____ / _____	Date of Hire ____ / ____ / _____ Phone Number ( ____ ) _____
E-mail Address	

**Enrollment** (Check one box)

**If neither box is checked and a deferral field is filled in, you will be enrolled in the plan at the stated amount.**

- Yes, I want to enroll in the plan at this time. I acknowledge that I have received a copy of the plan’s Fee Disclosure Statement for Participants. I have indicated below the percentage that I want to contribute to the plan through payroll deduction. Deferrals must be in increments of 1% (non-whole numbers will be rounded down to the nearest percent).**

Pretax Salary Deferral	_____	
Roth 401(k) Deferral*	_____	*Consult with your employer to determine if the Roth 401(k) option is available in your plan. Also, loans and hardship withdrawals will not be issued from your Roth 401(k) balance.
Pretax Catch-up Deferral**	_____	**For catch-up deferrals, you must be eligible to make elective deferrals under your employer’s 401(k) plan and have, or will have, attained age 50 before the close of the calendar year. If you have not met the age requirement, you will not be enrolled in catch-up contributions.
Roth Catch-up Deferral**	_____	

**Important:** All deferrals that you elect in this section will be invested using the same fund allocation percentages that you select in the "Investment Selection" below.

- No, I do not want to enroll in the plan at this time. My deferral is zero.**

**Investment Selection**

In the "Investment Selection" column, I have entered the percent of my contribution that I want allocated in the fund(s) choices. All contributions elected on this form will be allocated in the fund(s) that I have selected.

I understand the "Investment Selection" and corresponding percentage will remain in effect until I request a change, in accordance with the provisions of the plan. I will receive a confirmation of the requested change.

I understand that if this section is not completed, or if the fund percentages total more than 100%, that **100% of the contribution will be invested in the Money Market fund for the first 90 days.** If further reinvestment direction is not received within 90 days, all investments and any future contributions will be moved to a GuidedSavings managed account.

I understand that if the "Investment Selection" percentages total less than 100%, the **difference will be invested in the Money Market fund.**

If the Enrollment section is not completed, your Investment Selections will be updated and your current deferral election will remain.

Prior to requesting any movement of funds, please review the fund prospectus for policies regarding frequent trading and market timing.

You may select any combination in 1% increments totaling 100% (**non-whole numbers will be rounded down** to the nearest percent). These investment selections are for future allocations only and will not impact currently invested funds.

Guided Fund Select Non-broker Series		Investment Selection
141	Federated Automated Cash Management IS	%
3326	Fidelity Advisor New Insights I	%
4472	American Century Heritage INV	%
4620	Columbia Acorn International	%
5123	Vanguard Inflation Protected Securities Inv	%
5126	Vanguard Intermediate Term US Treasury Inv	%
5139	Vanguard Short Term Federal INV	%
5161	Yacktman	%
5267	Royce Special Equity Inv	%
5651	Prudential High Yield Z	%
6395	Schwab S&P Index Select	%
9376	Manning & Napier World Opportunities Series	%
11472	MFS International Value R4	%
12158	Parnassus Equity Income Inv	%
12159	Delaware Emerging Markets Inst	%
12888	Janus Triton I	%
13128	Metropolitan West Total Return Bond I	%
13165	Lord Abbett Value Opportunities I	%
<b>Totals</b>		<b>100%</b>

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**Authorization and Signature**

As a participant in this plan, your employer may provide your investment and plan eligibility information to third parties necessary to administer the plan. I hereby authorize the company to make the necessary payroll deductions from my compensation as indicated above. The authorization set forth in this form shall become effective at the earliest time permitted by the terms of the plan.

↳ **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_