



RETIREMENT PLAN SERVICES

# Employee Information Change Request

## Instructions for Employee

- Use this form to provide your informational changes. Please print all information and return this completed form directly to the Plan Administrator at your company. Contact your Plan Administrator to make any other personal data changes not provided for by this form.
- If you wish to change your investments, please log onto our participant website at [www.jhpensions.com](http://www.jhpensions.com) (in New York, [www.jhnpensions.com](http://www.jhnpensions.com)), call 1-800-395-1113, or complete an investment change form and submit to your Plan Administrator.

## Instructions for Plan Administrator

- For SSN changes, submit this form to John Hancock Retirement Plan Services.
- For all other changes indicated below (except SSN), you may report these to John Hancock Retirement Plan Services through a census file submission, through your next Payroll Path submission, or directly online on the Plan Sponsor website.
- If you do not have access to make the change electronically, you may send this duly authorized form directly to John Hancock Retirement Plan Services.
- In addition, ensure your next census or Payroll Path submission includes revised employee information to avoid your file superseding the information supplied on this form.

## 1 Contact Information

<b>The Trustee of</b>	<b>Plan (the "Plan")</b>
Contractholder Name _____	Contract Number _____
Participant Name (Last Name, First Name, Initial) _____	Participant Social Security Number _____

## 2 Change of Personal Information - Only complete this section if changes are required.

Current Employee Name of Record (Last Name, First Name, Initial) _____	Current Social Security Number _____
Revised Employee Name of Record (Last Name, First Name, Initial) _____	Revised Social Security Number _____
Revised Date of Birth _____	
Month      Day      Year	

## 3 Change Ongoing Contribution Instructions - Only complete this section if changes are required.

**Traditional 401(k)** I elect to defer \_\_\_\_\_ % or \$ \_\_\_\_\_ from my salary/wages per pay period as ongoing contributions (Not to exceed current Plan and/or IRS limitations).

**AND/OR** (if applicable)

**Roth 401(k)** I elect to defer \_\_\_\_\_ % or \$ \_\_\_\_\_ from my salary/wages per pay period as ongoing contributions (Not to exceed current Plan and/or IRS limitations).

I elect **not** to defer at this time.

## 4 Authorization

Signature of Employee _____	Name _____	Date _____
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Signature of Authorized Plan Administrative Contact _____	Name _____	Date _____
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