

EMPLOYEE INFORMATION FORM

EMERGENCY CONTACT INFORMATION

In case of emergency, please contact:

Name: _____

Address : _____

Primary Phone: _____

Secondary Phone: _____

Email: _____

PAYCHECK/PAYCHECK STUB HANDLING

I would like to sign-up for Direct Deposit and will submit a direct deposit authorization with required documents. (I understand that direct deposit can take up to 2-3 weeks to begin).

Mail paychecks and payroll stubs to the following address:

Hold for pick-up: SC office - 6926 Rivers Avenue, North Charleston, SC

Hold for pick-up: Manhattan Beach, CA office -1756 Manhattan Bch Blvd, Manhattan Beach, CA

Mail to the address listed on my W4 Form

Mail to the following alternate address: _____

401 (K) RETIREMENT PLAN - AUTOMATIC ENROLLMENT

Global Retirement Solutions 401(k) Plan (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 2015: \$18,000 or \$24,000 (if 50 years old or older).

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 GUIDELINES/POLICY STATEMENTS

Please visit www.chiptonrossnevada.com to review Safety Guidelines and Policy Statements.

I have reviewed and understand Chipton-Ross' Employee Safety Information and Policy Statements/Procedures Checklist, and I agree to comply with the Safety and Policy guidelines while employed by Chipton-Ross.

Signature: _____ **Date:** _____