**TMI 401(k) Enrollment / Change Notification Form**

To enroll in your TMI 401(k) create an account at <https://my.vanguardplan.com>. Once the account has been created you can change your contribution amount and manage your investments from the “My Account” tab on the website. Any time a change in contribution amount is made via the website please fill out this form and return it to Linda in Payroll.

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

*Check one box and complete the fill-in lines:*

* **Election to Participate:**

I wish to participate in the 401(k) Plan.

I authorize my employer to withhold from my paycheck the amount indicated below as my contribution to the 401(k) Plan.

**Employee 401(k):**

Deduct: $ .00 or % per paycheck.

This Deduction is to be effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Date)*

**Employee ROTH 401(k):**

Deduct: $ .00 or % per paycheck.

This Deduction is to be effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Date)*

* **Change Saving Rate:**

I authorize my employer to withhold from my paycheck the amount indicated below as my contribution to the 401(k) Plan.

**Employee 401(k):**

Deduct: $ .00 or % per paycheck.

This Deduction is to be effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Date)*

**Employee ROTH 401(k):**

Deduct: $ .00 or % per paycheck.

This Deduction is to be effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Date)*

* I am 50 Years of age or older and wish to make catchup contributions.

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