



THE
CATHOLIC
DIOCESE
OF
MEMPHIS
IN
TENNESSEE

Catholic Diocese of Memphis in Tennessee Retirement Savings Plan Contribution Change Agreement

Complete this form to amend contribution in the Catholic Diocese of Memphis Retirement Savings Plan.

Please print or type clearly.

SECTION 1: Participant Information

Social Security Number	Date of Birth	Location Name	
Your Name		Your Hire Date	
Mailing Address: Street/P.O. Box	City	State	Zip Code

SECTION 2: Contribution Change

You can change the amount that you are contributing in the Diocese Plan by completion of this form and submission to the Diocese Human Resources office. You must submit this form by the end of the month for a change to be enacted in the following month. You may also subsequently choose to stop participation by completing a Retirement Savings Plan Opt Out form by contacting the Diocese Human Resource office. Any withheld funds will remain in the plan until you reach a distributable event.

Contribution Election % _____ **Effective Month** _____

An important note about the Diocese Plan

As an eligible employee, if you do not choose to decline participation in the Diocese Retirement Savings Plan (hereafter known as "The Plan") by completing of this form, you are Automatically enrolled in the Plan. Contributions of two percent (2%) of your salary will be taken beginning with your first paycheck. An employer matching contribution of 1% will also be contributed to your account. You may choose to contribute more, up to the IRS contribution limit. Review the matching information in the Plan information provided or on the Diocese website at www.cdom.org and www.valic.com

SECTION 3: Employee Acknowledgement and Signature

I have read the information provided above and understand by signing this form, I hereby confirm my election to contribute the amount indicated above in the Catholic Diocese of Memphis Retirement Savings Plan .

Employee

Signature: _____ Date: _____