



401k Deferral and Match Definition and Signoff Form

Please include this in your startup/conversion packet or fax to Paylocity c/o support. (847) 956-1926

401k Deferral Definition

1. Are 401k deferrals calculated on the basis of all wages (gross)?

Circle One:

YES NO

2. If you circled NO above, please list each earning code which should NOT be included in the 401k deferral calculation.

Example: BONUS, Auto Allowance

401k Employer Match Definition

1. Does your company provide an employer match?

Circle One:

YES NO

2. Are 401k employer match amounts calculated on the basis of all wages (gross)?

Circle One:

YES NO

3. If you circled NO above, please list each earning code which should NOT be included in the 401k employer match calculation.

Example: BONUS, Auto Allowance

4. Is Match eligibility based on employee contribution? (Will the match be triggered by EVERY employee contribution?)

Circle One:

YES NO

5. If you circled NO above, please explain the rules to be used to determine 401k employer match eligibility.

Example: All employees of employee type EFT or EPD who have worked 1 year become eligible on the anniversary of their hire date

6. Please provide the formula to calculate the employer match amount along with one example of the use of each rule.

Example: 50% match up to the first 6% of Gross Wages
100% match up to \$3000 per year

Employer Submission Information

Prepared by, (Company Contact): _____

Direct Questions to: _____

tel. _____ x _____

e-mail _____

Information (internal use only)

Received by/Date Received: _____ / /

Setup Representative: _____

Date Verification Reports Provided To Customer: _____ / /

Internal Verification Material Tracking ID: _____

Final Customer Deferral and Match Signoff

I have verified that the deferral and match calculations have been set up correctly.

I have been shown how to access the report(s) necessary to verify the deferral and match on an ongoing basis.

If using a non-automated vendor, I have been shown how to create the report or file on an ongoing basis.

I understand that I must notify Paylocity within a week of check date if 401k/403b deferral amounts, eligibility, or match amounts are incorrect. Beyond that period, the responsibility for the accuracy of the data will not be assumed by Paylocity.

Final Signoff/Date: _____ / /