



**Chipton-Ross** Nevada

3910 E 7th St., Long Beach, CA 90804

Phone: 310-356-2880 Fax: 310-356-2862

Web: <https://www.chiptonrossnevada.com>

Email: [cmv@chiptonross.com](mailto:cmv@chiptonross.com)

## Employee Information Form

\_\_\_\_\_  
*Employee Name*

### **Emergency Contact Information**

In case of emergency, please contact:

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **Paycheck Handling**

Please choose one of the following options for transmitting paycheck or direct deposit information record.

I would like to enroll in direct deposit (please complete direct deposit authorization).

Mail paychecks and payroll stubs to the following address:

\_\_\_\_\_  
*Address, City, State, Zip Code*

Hold for pick-up at Chipton Ross, 1756 Manhattan Beach Bl., Manhattan Beach, CA

Hold for pick-up at Chipton Ross, 6926 Rivers Avenue, North Charleston, SC.

Mail to the address on my W-4 form.

Mail to the following alternate address:

\_\_\_\_\_  
*Address, City, State, Zip Code*

### **401(k) Retirement Plan – Automatic Enrollment**

**Global Retirement Solutions 401(k) Plan ([www.GRS401kPlan.com](http://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 2017: \$18,000 or \$24,000 (if 50 years old or older). See [www.GRS401kPlan.com](http://www.GRS401kPlan.com) for information.

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 Booklet and Policy Statements**

I have reviewed and understand Chipton-Ross' Employee Safety Booklet, Policy Statements and Chipton-Ross Policy & Procedure checklist, and I agree to comply with the safety and policy guidelines while employed by Chipton-Ross. Please visit [www.chiptonrossnevada.com](http://www.chiptonrossnevada.com) to review this information.

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

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