

BENEFIT PLANNING, INC.

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Changes in Enrollment

- Employees are only permitted to change the amount of their salary deferral as per the Plan Document. Refer to the Enrollment materials for more information. However, employees are permitted to stop deferring at any time.
- For changes in the amount of salary deferral, an employee should complete a Change Deferral Amount Only Form.
- To redirect their current investments, to change how new contributions are invested, or to review their account balance, an employee should refer to instructions contained in the Enrollment Kit. These tasks can be accomplished through access to their account by a toll-free telephone voice response system and through an interactive web site. A representative is available through the toll-free service to assist the Participant in their transactions.

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**EMPLOYEE DIRECTED SALARY DEFERRAL
TO CHANGE DEFERRAL AMOUNT ONLY**

401(k) PROFIT SHARING PLAN

Employer

Please complete the following accurately; type or print clearly. The information you provide should be current as of the date the form is completed. After completion, please return this form to your Human Resources representative.

Section I - Personal Information

Social Security Number

Last Name

First Name

SECTION II - Contribution Election

I want to change my pre-tax salary deferral contribution to the Plan. I authorize my employer to deduct _____% (limits may apply, check with your Plan administrator) of my salary each paycheck and to credit that amount to the pre-tax salary deferral portion of my account.

I wish to stop contributing to the Plan at this time.

Section III - Signature

Signature

Date

Print, sign and forward this form to your HR Department.