



Salary Deferral Change Form

Use only after you have completed the initial enrollment form

To modify or restart your contributions in your employer sponsored retirement plan, complete all sections of this form and return it to your Plan Sponsor (Employer). If you use Viper, you may have the option to make your changes online. Please view your options under Changes on your dashboard.¹

Provide Information about You *(please print)*

1	Plan Name	Effective Date
	Employee Name – Last, First, Middle Initial	Social Security Number

Select the Change you would like to make

Your selection below will occur on the next available pay period.

Note: If you are currently making one type of contribution and your change below selects a different type, TAG will not change or stop the current type unless you indicate the change below. For example, if you are currently making Elective Deferrals (pre-tax) and only select Roth Deferrals (after-tax) below, we will leave your Elective Deferrals as is unless you indicate otherwise.

2	<input type="checkbox"/> Elective Deferrals (pre-tax)	\$ _____	Or	_____ %
	<input type="checkbox"/> Roth Deferrals (after-tax)	\$ _____	Or	_____ %
	<input type="checkbox"/> Stop Deductions			

Sign below so we may process Your Request

I agree to the change I have chosen in Section 2 above. I understand that if my form is incomplete in any way, I will be asked to complete a new form.

3	Employee Signature	Date
	_____	_____

To access your 401k account,

Online at www.tagpay.com/401k/

Click on 401k Portal

Available 24/7

Questions, contact TAG

By phone (623)580-4900

Monday-Friday, from 8am – 4pm Arizona Time

¹ If you use the Viper payroll dashboard, please note – the 401k portal is a separate system from your Viper payroll dashboard. To change your deductions, you will need to login to Viper.