

401k Deferral & Match Calculation



The Millennium Payroll system is capable of calculating both Employee Contribution (Deferral) & Employer Match for most 401k & similar programs. To make use of this feature, an authorized representative of your company will need to complete & sign this form. A few items of note:

- While the software makes deduction & match calculations as instructed, the Client is ultimately responsible for these figures being accurate.
- Alliance Payroll is not able to provide consultation on your specific plan or Federal, State & Local guidelines (including Internal Revenue Service code) pertaining to such plans.
- It is recommended you have this form reviewed by your Plan Administrator for accuracy.
- There are additional charges for processing match calculations. Please consult your sales or customer service representative for details.

Please provide the following information:

company name: _____

company number(s): _____

contact / responsible: _____

contact phone: _____

contact e-mail: _____

authorization signature : _____

date: _____

Employee 401k Contributions / Deferrals

1. Percentage deferrals may be calculated on an employee's Gross Wages or only on certain earnings. Indicate below which applies to your plan. If calculated on specific earnings codes, write all codes that are considered **NOT ELIGIBLE** for 401k in the spaces provided:

Gross Wages

Specific Earning Codes – **EXCLUDE** the following earnings:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

401k Contribution & Match

Employer 401k Match

- 1. Does your retirement plan offer matching contributions? Yes No
- 2. Are match contributions calculated on all earnings (Gross Wages)? Yes No
- 3. If you answered "NO" to question two, indicate which earnings codes are **not eligible** for employer match contribution calculations:

- Same as for Deferrals
- Specific Earning Codes – **EXCLUDE** the following earnings:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 4. Eligibility for employer matching is based on:
 - Employee contribution (all employee contributions are eligible for matching regardless)
 - Contributions are only matched if employee meets the following criteria (for example, employee must be full time & employee length of service must be equal to or greater than one year):

- 5. What formula is used for calculating the employer match?
 - Simple: Match is _____% of the employee's contribution up to _____% of their earnings.
 - Tiered: Employer's Match is...
 - _____ % of the employee's contribution on the first _____ % of earnings
 - _____ % of the employee's contribution on the next _____ % of earnings
 - _____ % of the employee's contribution on the first _____ % of earnings
 - _____ % of the employee's contribution on the next _____ % of earnings

- Other (please be very specific):

401k Contribution & Match

Third Party / Agency Check to Administrator

If you would like Alliance Payroll to write a check to your Plan Administrator, please provide address and account information below. Additional charges apply; contact Customer Service for details.

Check should include:

- Employee contributions only
- Employer matching contributions only
- Employee contributions and employer matching contributions

Export Data for Plan Administrator

If your Plan Administrator would like to receive electronic files, an Export Utility is available. You will need to provide Alliance Payroll with a file format specification & sample file available from your Plan Administrator. Nominal custom programming charges apply. Please contact the Help Desk for additional information.