

**CENTRAL TEXAS COLLEGE
EMPLOYEES ' PENSION PLAN AND TRUST ("QPP")
P.O. Box 1800
Killeen, TX 76522**

The Employees' Pension Plan and Trust (QPP) is a 401(a) qualified pension plan that Central Texas College maintains for its full-time employees. Employees contribute a mandatory 6% of their wages, and the college contributes a mandatory 7%.

In addition, employees may elect to contribute an additional amount (up to 4% of their wages). In other words, employees may contribute a maximum of 10% of their wages to OPP.

Request for Additional Employee Contributions to "QPP"

I elect to contribute an additional amount to my QPP account each pay period, as follows:

_____ % (1, 2, 3 or 4%)

Effective: _____
If left blank, it will be effective the next pay period

Request to Cancel Additional Employee Contributions to "QPP"

Please cancel my contribution to QPP effective _____. If the effective date is left blank, it will be effective the next pay period.

Name (Printed)

Signature

CTC Employee ID

Date

Please return this form to the CTC Employee Benefits Department at the address above. Call 254-526-1416 if you have any questions.