

Client Number

Client Name

Third-Party Check: Would you like Auris to create a check for the plan administrator? Yes No

The Third-Party Check will be provided to you to send to the retirement plan administrator.

If **Yes**, provide the following administrator information:

Name

Plan ID

Address

Deduction Type: Select your Retirement Plan (If you offer multiple plans, submit a form for each type.)

- 401(k) (Pre-Tax) Simple IRA (Pre-Tax) 403(b) (Pre-Tax)
 Roth 401(k) (Post Tax) Roth IRA (Post Tax) Roth 403(b) (Post Tax)
 Other (please explain plan or indicate if this is a state mandated retirement plan):

Probation Period: Is there a probationary period where employees can't participate and/or receive a match?

- Yes No *If Yes, please explain:*

Eligible Wages: Retirement contributions will be calculated on all employee earnings unless specified by your plan documents. This would include but is not limited to commission and bonus checks

Are all earning types eligible to calculate retirement contributions? Yes No

If No, list any earnings that should not be used to calculate employee contribution amounts.

Employer Match: Does your retirement plan have an employer match? Yes No

Select your Match Options: Only employees that contribute should receive a match
 All employees receive a match (even if they don't contribute)

Details for the Employer Match Calculation: Straight Percentage
 Tiered Percentage
 Other:

Employer Match Type: First 3% of employee contribution = 100% match
 First 3% of employee contribution = 100% match, Next 2% of employee contribution = 50% match
 Other:

Employee Deductions: Provide participating employee's per-pay period percentage / amount on the next page.

Catch-Up Contributions: Are any employees eligible for catch-up contributions? Yes No

If Yes, an employee's birth date will be required. See page 2 for more details.

High Earners: Are any employees characterized as High Earners for the purposes of the Roth catch-up requirement? Reach out to your retirement plan administrator for guidance. Yes No

If Yes, a list of affected employees will be required. See page 2 for more details.

Third-Party Check: Would you like Auris to create a check for the retirement provider? The system can generate a check with your employee retirement and match amounts (if applicable) for you to send to your provider. The employee contributions and match amounts are combined as one lump sum, all on one check. Remember, you will need to forward the check to your provider.

Deduction Type: Let us know what type of deduction is needed for your plan. Choose from our list of common retirement types, or provide information for your type of plan if you do not see it listed on the form. Add any additional information we may need to know regarding your employee deduction set up.

Probation Period: Is there a probationary period where employees can't participate and/or receive a match? Some plans have a period of time where employees are ineligible to participate in retirement plans and/or company matches until they reach a specific tenure.

Eligible Wages: Retirement contributions are calculated on all employee earnings unless specified by your plan documents. Let us know if you want any earnings excluded from retirement calculations, such as Bonus or Commission.

Employer Match: Does your retirement plan have an employer match? There are settings to allow only employees that contribute to retirement to receive a match, or we have an option to add an employer match to all employees! We can accommodate a straight percentage match or a tiered match.

Employee Deductions: Provide us with each employee's per pay-period percentage or amount that they are contributing to retirement.

Catch-Up Contributions: Are any employees eligible for catch-up contributions? Our system automatically adjusts the annual contribution limit if the employee has a birth date entered and reaches age 50+. If yes, an employee's birth date will be required. Provide below in *Additional Notes* or separately.

High Earners Roth Catch-Up Requirement: Secure 2.0 requires catch-up eligible employees that have FICA wages in prior year over a specified threshold (\$150,000 for 2025) to have Roth catch-up instead of pre-tax catch-up. This requirement is applicable to 401(k), 403(b), and 457(b) governmental retirement plans. A list of affected employees will be required. Provide below in *Additional Notes* or separately.

Additional Notes: Please add any pertinent information to ensure an accurate setup.

 **My 401(k):** We can help with your retirement reporting! Contact your Payroll Support Team today.