



I, \_\_\_\_\_, authorize DriveTime to  
(Print employee name)

Check one:

\_\_\_\_\_ Start Withholding

\_\_\_\_\_ Stop Withholding

401(K) contributions from my monthly bonus payments. I realize the contribution rate used will be the same percentage I have elected for my regular earnings. This action will remain in place until I request in writing for it to stop.

I also realize this request may take up to one pay period before it takes effect both to start and stop the process.

This request does not apply to any annual bonus I may be eligible to receive.

Employee Signature: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* PLEASE EMAIL THIS COMPLETED FORM TO RM-PAYROLL SERVICE REQUEST \*\*\*\*\*