

**INSTRUCTIONS FOR COMPLETING THE IAM NATIONAL 401(K) FUND
STANDARD CONTRACT LANGUAGE FORM**

SECTION A: Please enter the effective date of the Collective Bargaining Agreement in this portion of the form.

SECTION B: This section allows for the parties to select whether employees' will be eligible to make their own contributions into the Plan. Please indicate whether the employees will have these deductions by checking "Yes" or "No". If yes, please specify the date these elective employee contributions will be effective.

SECTION C: This section pertains to auto-enrollment into the 401(k) Plan. Auto-enrollment is no longer a requirement of the Plan. Please indicate whether the employees covered by the CBA will be automatically enrolled by checking "Yes" or "No". If the employees are automatically enrolled, please indicate the fixed percentage that will be deducted from the employees' wages in the space provided.

SECTION D: This section refers to Employer contributions to the Plan. If the Employer will be making contributions on behalf of the employees, please be sure to answer all relevant questions in this section. If there will be no employer contributions please check "No" in the first question of this section.

PARAGRAPHS E through M: These paragraphs consist of the contract language that **cannot** be altered.

SIGNATURE PAGE: When entering the Lodge information feel free to enter either Local Lodge numbers or District Lodge numbers.

When entering the name of the Company please be sure to add the **full** name of the Company (include "Inc.", "LLC" etc).

Please be sure to enter the IRS number for the Company.

Complete both the company mailing address and the address(es) for the location(s) covered under the Agreement, which must be entered where it states: "For plants or terminals located at:".

Please be advised that the Standard Contract Language must be signed by both the Union representative and Employer representative.