Auto-Chlor Logo

November 04, 2024

Dear Auto-Chlor System teammates,

The holidays are around the corner, and it is time for you to decide what to do with your money in the Savings Plan.

If you are still employed under Auto-Chlor System as of Dec 1st 2024, and have an Auto-Chlor System Savings Plan’s balance on Nov 1st 2024, company will be adding 7.585% interest to that balance (interest is earned on up to maximum of $50,000 of savings’ balance).

In the attached form, please elect (X) on the option you wish and **sign** the form.

Scan the signed form and email to [**payroll@autochlor.com**](mailto:payroll@autochlor.com). Do not send to me or any of the payroll staff directly, as it will not log a ticket that way and we will be unable to trace your response.

**DO NOT** mail it in to Branch Services as your form may be lost in the mail system.

Return NO LATER than Friday Nov 15, 2024.

If we do not receive the signed form by Nov 15, 2024, your balance **will be automatically rolled over** to next year’s Savings Plan. You may not withdraw them until 2025.

Payroll **WILL NOT** process anymore savings withdrawal requests from Dec 1st 2024 through Dec 31st 2024.

Please contact anyone within the payroll department ([payroll@autochlor.com](mailto:payroll@autochlor.com)) if you have any questions.

Thank you very much.

**FREDDIE NG**

Controller

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[AC email logo REFLEX BLUE](http://www.autochlor.com/)

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**Auto-Chlor System Savings Plan Year End Option**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) \_\_\_\_\_\_\_\_\_\_\_\_ (employee ID) elect the following:

\_\_\_\_\_\_ to roll my balance plus interest forward to next years Savings Plan.

\_\_\_\_\_\_ to cash out $\_\_\_\_\_\_\_\_\_\_ and retain the balance in my Auto-Chlor

Savings Plan.

\_\_\_\_\_\_ to cash out my entire savings plan and receive a check for the full amount

of my savings and interest.

If you choose to withdraw from the plan, the amount will be paid out on the December 6th, 2024 paycheck.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signed*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

*Date Branch #*

***Note:***

***\*Funds will be paid out in the same manner as payroll (i.e. if you have direct deposit for payroll, then your savings payout will also be direct deposit).***

***\*Be cautious with your election. Mistaken withdrawals CANNOT be re-deposited.***

***NO EXCEPTIONS!***