



Talent Logic, Inc.
Staffing Services
www.TalentLogic.com

2313 Timber Shadows Drive
Suite 200
Kingwood, TX 77339-2039

Tel: (281) 358 1858
Fax: (281) 358-8145

To enroll you must complete the enrollment & beneficiary forms.

401(k) Enrollment

1. Print the Enrollment Form
2. Write in Social Security number in boxes at the top
3. Under participant Information complete last name, first name, address, city, state, zip, date of birth and hire date
4. Circle Enroll for I want to:
5. Pretax contribution: write in the percentage that you want deducted from each check.
6. Investment Elections: You have 23 investment options to which your money can be allotted. You can contribute to 1 account or all accounts. REMEMBER: that your total must equal 100%.
7. Sign next to Participant.

401(k) Beneficiary Form

You MUST elect a beneficiary before you can enroll in 401(k).

1. Print the Designation of Beneficiary Form
2. Write in Social Security number in spaces at the top of the form.
3. Under participant Information complete last name, first name, address, city, state and zip
4. Mark if you are single or married. (**NOTE: If this changes, you must let us know as it will make a difference when you withdraw or transfer your contributions. **)

IF MARRIED, your spouse must be a beneficiary unless your spouse consents to opt out, in which case your spouse signs under Consent of Spouse (2nd page of Designation of Beneficiary Form) that MUST be notarized.

5. Primary Beneficiary, list one or two primary beneficiaries. If married, one beneficiary MUST be your spouse. Otherwise complete Consent of Spouse on second page.
6. Contingent Beneficiary: not required but recommended. List one or two contingent beneficiaries.
7. Sign next to participant.

Fax the completed enrollment and beneficiary form to 800-878-7294 and then mail the originals to Talent Logic, Inc.
ATTN: 401(k) Administrator
2313 Timber Shadows Drive, Suite 200
Kingwood, TX 77339.