

**PORTS PETROLEUM EMPLOYEE 401K PLAN
Contribution Change**

Personal Information (Please Print or Type)

Plan Sponsor Name	Contract No./Plan I.D.	Loc. No.
Ports Petroleum Co., Inc.	520310	
Participant Name	Social Security No.	
	XXX-XX-	

Part I – Change Contributions

I request that my future salary from the company be reduced by the deferral percentage change(s) shown below. The amounts deducted from my salary will be contributed for me to the retirement plan(s) named above. This modification is binding and irrevocable with respect to amounts earned while it is in effect except to the extent amounts must be reduced to meet limits stated in the plan. This modification will continue in effect for my salary until changed by me in writing in accordance with plan provisions. This modification will also continue in effect as long as I am a participant in any of the above listed retirement plan(s).

I understand that my current and future salary will be deducted per pay period as follows:

Change my before-tax salary deferral contributions to _____ % (1%- 100 %) of my salary or \$ _____ per pay period.

Change my Roth after-tax salary deferral contributions to _____ % (1%- 100 %) of my salary or \$ _____ per pay period.

For Bonus Salary Deferral Contributions Only:

Change my before-tax bonus salary deferral contributions to _____ % (1%- 100 %) of my salary or \$ _____ per pay period.

Change my Roth after-tax bonus salary deferral contributions to _____ % (1%- 100 %) of my salary or \$ _____ per pay period.

The effective date of this change will be based on plan provisions and after our payroll department receives this form, unless I specify a later effective date _____.

Signature _____ Date _____

Part II – Discontinue Contributions

I request to discontinue my contributions to the retirement plan listed above. I understand I may resume contributions on the next available Plan Entry Date provided I have re-enrolled in the plan before that date.

- Discontinue my Before-tax Salary Deferral Contributions
- Discontinue my Roth After-tax Salary Deferral Contributions
- Discontinue my Bonus Deferral Contributions

The effective date of this change will be based on plan provisions and after our payroll department receives this form, unless I specify a later effective date _____.

Signature _____ Date _____

This form does not need to be returned to the Principal Financial Group®.