

# Change Contribution: Start Right



Your retirement plan is often considered one of the best places to save for retirement. Increasing your contribution can help you get to your dreams faster.

You can change the amount you contribute to your retirement account on a pre-tax basis, a Roth after-tax basis (if your plan offers a Roth feature), or a combination of both, up to the IRS contribution limit each year.

To change your contribution online, log on to [www.startright.bokf.com](http://www.startright.bokf.com).



**Change My Contribution Rate**

Select the percentage that you want deducted from your paycheck to contribute to your 401(k) account each pay period. The total of your contributions cannot exceed 100.00% or \$19,500.00.

Source	Current	Minimum	Maximum		New
Employee Pre-Tax	10.00%	0.00%	100.00%	%	10 %
ROTH 401K	0.00%	0.00%	100.00%	%	0 %

Please enter a value for each source. There cannot be any blank fields. If you are not making a change, re-enter your current rate.

**Automatic Contribution Increase**

The automatic rate increase feature will automatically increase your current contribution rate on the date indicated and annually thereafter if you elect to participate. Your annual increase indicated below for each source will remain in effect until you change it. To participate in this feature, enter the amount next to each source you would like your rate to increase by each year. Next, select the maximum rate where your annual increase will stop. To skip or stop automatic contribution increases at any time select "Opt Out" below.

Source	Current	Increase	Maximum	Next Scheduled Increase	Opt Out
Employee Pre-Tax	10.00%	%	%		<input checked="" type="checkbox"/>
ROTH 401K	\$0.00	%	%		<input checked="" type="checkbox"/>

Cancel Continue

Select **Change my contribution rate** from the dropdown menu at the top-left of the webpage and follow the step by step process.

Re-enter the amounts in the **Current** column in the **New** column. Enter a value for each source. There cannot be any blank fields.

If you have the Automatic Contribution Increase Option you can set it up or click **Opt Out** for to each source and click **Continue**.



**Verification**

**Contribution Rates**

Source	Current Contribution	Future Contribution
Employee Pre-Tax	10.00%	10.00%
ROTH 401K	\$0.00	0.00%

**Automatic Increase**

Source	Increase	Maximum	Next Scheduled Increase
Employee Pre-Tax	N/A	N/A	N/A
ROTH 401K	N/A	N/A	N/A

By clicking Finish, I confirm the above election and authorize the elected amount to be deducted from my paycheck per pay period.

Previous Cancel Finish

Verify the information is correct and click **Finish**.



**Confirmation**

The requested transaction has been submitted.  
Confirmation # P2020112329478  
Requests will be pending until processed; they can be reviewed by clicking on [pending transactions](#).

**Contribution Rates**

Source	Previous Contribution	Future Contribution
Employee Pre-Tax	10.00%	10.00%
ROTH 401K	\$0.00	0.00%

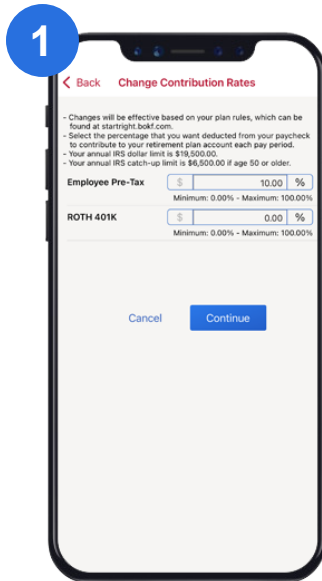
**Automatic Increase**

Source	Increase	Maximum	Next Scheduled Increase
Employee Pre-Tax	N/A	N/A	N/A
ROTH 401K	N/A	N/A	N/A

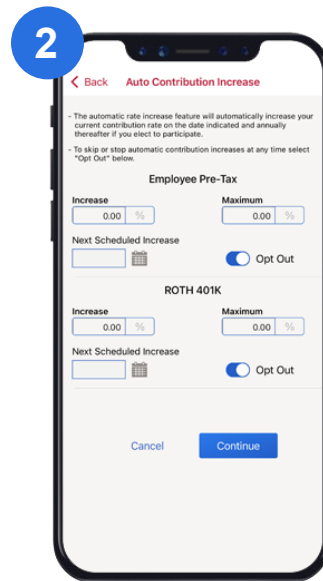
Manage My Investments

Requests will be pending until processed; they can be reviewed and deleted by clicking on **pending transactions**.

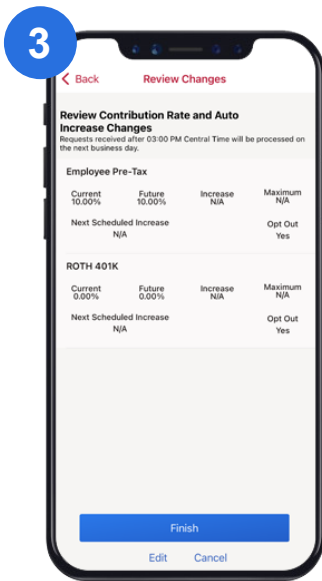
To change your contribution on the Start Right Mobile App, download the Start Right app from the App Store or Google Play.



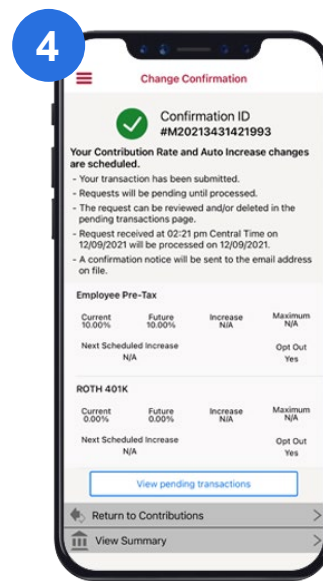
Select **Contributions** from the menu and select **Change My Contribution Rate**.  
 Select the percentage that you want deducted from your paycheck and click **Continue**.



If you have the Automatic Contribution Increase Option you can set it up or Click **Opt Out** for to each source and click **Continue**.



Verify the information is correct and click **Finish**.



Requests will be pending until processed; they can be reviewed and deleted by clicking on **View pending transactions**.