



ADMINISTRATION SPECIALISTS INC. • 6370 Normandy Street • Saginaw, MI 48638

• Phone: (989) 793-8844 | 1-800-228-3544 • Fax: (989) 799-3692

• Web: www.ASI401K.com

401(k) TERMINATION, LAY-OFF, RETIREMENT
OR
DEATH NOTIFICATION

This form should be completed on every terminating employee
regardless of participation in the 401(k) plan.

COMPANY NAME: _____

NAME OF EMPLOYEE: _____

SOCIAL SECURITY NUMBER: _____

EMPLOYEE ADDRESS: _____

DATE OF HIRE: _____

DATE OF TERMINATION: _____

DATE OF LAY OFF: _____

DATE OF RETIREMENT: _____

DATE OF DEATH: _____

Mail: ASI, 6370 Normandy St., Saginaw, MI 48638

Email: lintz@asi401k.com

1-800-228-3544 | Fax: 989-799-3692