



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](http://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: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

\*PHONE NUMBER: \_\_\_\_\_

\*EMAIL 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](mailto:lintz@asi401k.com)

989-793-8844 | Fax: 989-799-3692