



# UPTACK

32 Rochambault Street, Haverhill, MA 01832  
978-372-8503

## 6 Month Eligibility of Benefits

Dear \_\_\_\_\_

Effective \_\_\_\_\_

### **Clothing Allowance**

All field employees are eligible to receive an annual reimbursement of up to **\$150.00** for the purchase of work-related clothing (work boots, work pants, etc.). Please submit receipts to the office for reimbursement.

### **Retirement Plan**

All employees of Uptack Companies are eligible to participate in our Simple IRA Retirement plan. Uptack matches up to the first 3% of your personal contributions to your account made through pretax payroll deductions.

If you would like more information about the plan and you would like to open an account, please contact Uptack's plan administrator, Tom Pignatiello II, CLTC, with Atkinson Financial, LLC located at 7 Main Street, Atkinson, NH 03811. His phone number is 603-362-8383.

Please acknowledge receipt of the above information by checking your choice below and returning this form to the office. A copy of this form is attached for you to keep.

***I plan to contact Tom Pignatiello to open a retirement account.***

***I decline to participate in the Uptack retirement plan.***

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_