**State Employee**

**Special Deduction Request**

**This form is to be used for the following payroll deduction request exceptions that cannot be made in Workday.** Contact your Human Resources Associate (HRA) to determine available amount

# Final pay deduction

* One-time deduction due to special pay situations (comp time, settlement, bonus, etc.)

|  |  |
| --- | --- |
| **Personal Information** |  Last name First name M.I. Social Security # |
| **Effective Date** |  Final check Date of last day worked: (MM/DD/YYYY) Date of last check: (MM/DD/YYYY) |
|  1 check Date of check to be affected: (MM/DD/YYYY) |
| **457****Payroll Deduction Election** | *The combined amount of all 457 pretax and Roth contributions in a tax year is limited to the IRS annually declared maximum contribution limits (see https://das.iowa.gov/RIC/SOI/contributions).* |
| **AMT** | **Corebridge Financial**(formerly AIG) | **Empower** | **Horace Mann** | **Voya** |
| **$** | Pretax $ Roth $  | Pretax $ Roth $  | Pretax $ Roth $  | Pretax $ Roth $  |
| **%** | Request a percent of check or specific net check amount at ric@iowa.gov or call RIC at 866-460-4692 to make your request. |

## Authorization

I authorize my employer to process this request. I have access and agree to the terms and conditions of the Iowa Retirement Investors’ Club (RIC) as disclosed in the Plan Document. I have established 457 and 401a accounts with a RIC provider. I understand that the total of all 457 contributions made in the calendar year must not exceed the federal limits as required by the Internal Revenue Code section

457. I understand that withdrawals may only be made upon termination of employment or qualification for an in-service distribution.

 **OR X**

Employee ID# Participant Signature Date (acts as signature)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Submit Form** | **Email:** | ric@iowa.gov | | | **Fax:** | 515-281-5102 | | | **Mail:** | DAS-HRE | * Attn: RIC
 | * 1305 E Walnut
 | * Des Moines, IA 50319
 |

**RIC Use Only**

HRA:

Date Processed:

Processed By:

CFN 552-0317

Revised 01/09/2023

## Iowa Retirement Investors’ Club (RIC)

https://das.iowa.gov/RIC  ric@iowa.gov  866 - 460 - 4692