



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	<input type="checkbox"/> Final check Date of last day worked: _____ (MM/DD/YYYY) Date of last check: _____ (MM/DD/YYYY)			
	<input type="checkbox"/> 1 check Date of check to be affected: _____ (MM/DD/YYYY)			
457 Payroll Deduction Election	<i>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).</i>			
	AMT	Corebridge Financial <small>(formerly AIG)</small>	Empower	Horace Mann
	\$	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.

 Employee ID# (acts as signature) **OR** **X** _____
 Participant Signature Date

Submit Form	Email: ric@iowa.gov Fax: 515-281-5102 Mail: DAS-HRE ▪ Attn: RIC ▪ 1305 E Walnut ▪ Des Moines, IA 50319		
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RIC Use Only	HRA: _____	Date Processed: _____	Processed By: _____
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