



This form is to be used for the following payroll deduction request exceptions that cannot be made in Workday.

- Declare final pay deduction
- Request one-time deduction due to special pay situations (comp time, settlement, bonus, etc.)

Personal Information	Last name _____ First name _____ M.I. _____			Social Security # _____ Last 4 digits only	
	Contact your Human Resources Associate (HRA) to determine available amount.				
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>				
		AIG	Empower*	Horace Mann	Voya
	Deduction Amount	Pretax \$ _____ % _____ Roth \$ _____ % _____	Pretax \$ _____ % _____ Roth \$ _____ % _____	Pretax \$ _____ % _____ Roth \$ _____ % _____	Pretax \$ _____ % _____ Roth \$ _____ % _____

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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Office Use Only	Payroll Office	RIC Use Only
	Date Received: _____	Date Pended: _____
	Paycheck Effective Date: _____	Entered: _____
	Name: _____	Checked: _____

*Formerly MassMutual Retirement

