



Personal Information	Name _____ Social Security # _____ <small>Last First MI Existing accounts need last 4 digits only</small>
	Address _____ City _____ State _____ Zip _____
	Birth Date _____ Phone (home/cell) _____ Date of Hire _____

Account Status	<input type="checkbox"/> New account (Must open 457/401 accounts with RIC provider)	<input type="checkbox"/> Change to existing account (This form replaces last completed deduction request)
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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/PSE/contributions>).

Provider	Voya
Per paycheck amount & taxation	Pretax \$ _____
	Pretax % _____
	Roth \$ _____
	Roth % _____
	<input type="checkbox"/> Stop deductions
Frequency	2 X /month (24 annually)

Effective date: Changes are effective for the next available paycheck unless a future effective date is indicated.

Future effective date (if desired) Begin as of _____
 Final check _____

Participant Signature

I authorize my employer to process these requests. 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.

X _____
Participant Signature Date

Form Submission

RIC Account Form: Forward to your payroll office (shown below) | **Provider account forms:** Forward to the provider

Agent Use Only (Not required, but preferred) I am authorized to open RIC accounts for this employee. I verify 457/401a accounts have been established.

Print Agent Name	Agent Signature	Agent Phone Number	Date
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Visit the RIC website at <https://das.iowa.gov/RIC/PSE> for full program details; select *Employer Plan Details* to access the *RIC At-A-Glance* and plan options specific to your employer's 457/401a plans.

Payroll Office	RIC Use Only
Date Received: _____	Date Pended: _____
Paycheck Effective Date: _____	Entered By: _____
Date sent to RIC: _____	
Name: _____	