



**Iowa Retirement Investors' Club (RIC)  
457/401a Plans**  
Look *forward* to retirement!

# RIC Account Form

**Personal Information**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI Existing accounts use last 4 digits only

Birth Date \_\_\_\_\_ Agency/Dept \_\_\_\_\_ Employee ID # \_\_\_\_\_  
Required for electronic submission only

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

**457 Payroll Deduction Election**

*Changes affect the 1<sup>st</sup> available check of the month following receipt of this form unless a later date is indicated. Stop requests are immediate.*

*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>).*

	Horace Mann	MassMutual	VALIC	Voya
<b>Deduction amount</b> (per check)	Pretax \$ _____ Roth \$ _____ <input type="checkbox"/> Stop	Pretax \$ _____ Roth \$ _____ <input type="checkbox"/> Stop	Pretax \$ _____ Roth \$ _____ <input type="checkbox"/> Stop	Pretax \$ _____ Roth \$ _____ <input type="checkbox"/> Stop
<b>Deduction frequency</b> (select one)	<input type="checkbox"/> 12 checks/year <input type="checkbox"/> 1 <sup>st</sup> check or <input type="checkbox"/> 2 <sup>nd</sup> check <input type="checkbox"/> 24 checks/year <input type="checkbox"/> 26 checks/year (all checks)		<b>Alternative effective date</b> (if desired)	<input type="checkbox"/> Begin as of _____ <input type="checkbox"/> 1 check only _____ <input type="checkbox"/> Final check _____

**Provider Transfer Request**

*Account must be established with receiving provider.*

**Transfer:**  All accounts    Account # \_\_\_\_\_

<b>From:</b>	<b>To:</b>
<input type="checkbox"/> Horace Mann	<input type="checkbox"/> Horace Mann
<input type="checkbox"/> MassMutual	<input type="checkbox"/> MassMutual
<input type="checkbox"/> VALIC	<input type="checkbox"/> VALIC
<input type="checkbox"/> Voya	<input type="checkbox"/> Voya
<input type="checkbox"/> _____	

*Make check payable to:* \_\_\_\_\_  
 FBO: Participant, Plan #: \_\_\_\_\_

*Mail to:* \_\_\_\_\_

*RIC administrator signature:* X \_\_\_\_\_ Date \_\_\_\_\_

**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 \_\_\_\_\_ Date \_\_\_\_\_  
Participant Signature (Required for new accounts and transfer requests)

**Form Submission**

**Email:** (EXISTING ACCOUNTS ONLY) Send scanned document by email to [christi.patterson@iowa.gov](mailto:christi.patterson@iowa.gov).  
**Fax to:** Christi Patterson at 515-281-5102 or **Mail to:** DAS-HRE, Attn: RIC ▪ 1305 E Walnut ▪ Des Moines, IA 50319

**Agent Use Only** (Not required for existing accounts or electronic enrollment if available)

I am authorized to open accounts for this employee and verify that the participant has established 457/401a accounts with the provider shown below.

Print Agent Name \_\_\_\_\_ Agent Signature \_\_\_\_\_ Agent Phone Number \_\_\_\_\_ Provider Name \_\_\_\_\_ Date \_\_\_\_\_

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



Visit the RIC website at <https://das.iowa.gov/RIC> and click on the State employee portal to access the RIC At-A-Glance (under *Providers & Investments*), IRS maximum contribution limits, and other plan options specific to the State of Iowa 457/401a plans.

