

Please fax completed form to Josh Hitchens at 302/677-7031.



## SICK / VACATION DEFERRAL FORM

**Notice to employee:**

- If you are not currently enrolled in the Deferred Compensation Plan, you must call Fidelity Investments at 1-800-343-0860 to enroll **before** your retirement date.
- The State Treasurer's Office must receive this signed form from you **no later than** the end of the month preceding the month in which you will receive your payout check (the check that includes your accumulated sick and vacation pay).

_____			_____
Last Name (Please Print)	First Name	M.I.	Social Security #
_____			_____
Home Address - Street			Employee ID#
_____			_____
City / Town	State	Zip	Home Phone:
_____			_____
Agency or School District		Name of Payroll Representative	Phone

<b>Date of Retirement or Separation:</b>		<b>Date of Payout Check:</b>	
<b>Sick Leave Payout:</b>		<b>Vacation Leave Payout</b>	
<b>Additional Salary:</b>		<b>Total Gross Pay:</b>	

Please specify your deduction amount. For 2009, the maximum amount for the calendar year is \$16,500. In addition, if you are at least 50 years of age by the end of 2009, you can defer an additional \$5,500. If you are at least within 3 years of Normal Retirement Age, you may be eligible to defer up to \$33,000 in 2009. Please call Josh Hitchens at 302/672-6733 to determine eligibility and with questions. Please note that amounts deferred are before state and federal taxes but not before social security taxes.

**Deduction Amount:\$** \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Please verify your payout information with your Payroll Representative, sign and date the form and fax it to the attention of: Josh Hitchens, Office of the State Treasurer, 302-677-7031.**