

Please fax completed form to the Office of the State Treasurer at (302) 677-7031



# Sick/Vacation Deferral Form

## State of Delaware 403(b) Plan

(Use this form only for contributions to the 403(b) Plan)

**Notice to employee:**

- If you are not currently enrolled in the 403(b) plan, contact Voya Financial at (800) 584-6001 or [www.delawaredefer.com](http://www.delawaredefer.com) to enroll before retirement your date.
- The Office of State Treasurer **must receive this signed form no later than the end of the month prior to the month you will receive your payout check (the check includes your accumulated sick and vacation pay).**

<hr/> <div style="display: flex; justify-content: space-between;"> <span>Last Name (Please Print)</span> <span>First Name</span> <span>M.I.</span> </div>	<hr/> <div style="text-align: center;">DOB</div>
<hr/> <div style="text-align: center;">Home Address - Street</div>	<hr/> <div style="text-align: center;">Employee ID#</div>
<hr/> <div style="display: flex; justify-content: space-between;"> <span>City / Town</span> <span>State</span> <span>Zip</span> </div>	<hr/> <div style="text-align: center;">Home Phone</div>
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Agency or School District</span> <span>Name of Payroll Representative</span> <span>Phone</span> </div>	

<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 2019, the maximum amount for the calendar year is **\$19,000**. In addition, if you are at least 50 years of age by the end of 2019, you can defer an additional **\$6,000**. Please indicate whether the amount to be deferred is a pre-tax or after tax "Roth" deduction. **Please note that amount deferred are before State and Federal taxes but not before social security taxes.**

Pre-tax  Roth  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 the Office of the State Treasurer at (302) 677-7031.**