



To: Payroll

Employee Name: \_\_\_\_\_

Retirement Date: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY**

- I am requesting my lump-sum vacation, personal holiday, and/or CTO pay-out to be issued in the 20\_\_\_\_\_ tax year
- I am requesting my lump-sum vacation pay-out to be rolled over to my:  
Fidelity 403(b) Supplemental Retirement Plan  
Savings Plus 401(k) and/or 457 accounts
- I am requesting a portion of my lump-sum vacation pay-out be rolled over into my:  
Fidelity 403(b) Supplemental Retirement Plan \$ \_\_\_\_\_  
Savings Plus 401(k) and/or 457 accounts \$ \_\_\_\_\_

**FACULTY ONLY**

- I am requesting that my retirement savings deduction will be taken out of my final settlement pay.

**FERP ONLY**

- I am requesting to carry over \_\_\_\_\_ hours of sick leave into FERP (maximum 48 hours.)

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