

Deferred Compensation Plan

LEAVE CONTRIBUTION FORM



King County

If you're retiring from King County or separating for other reasons, you may be eligible to contribute the value of your unused vacation, comp time, and up to 35% of your sick leave balance (only if retiring) to your Deferred Compensation Plan account. Also, if you participate in the Voluntary Separation Program (VSP), you can contribute all or a portion of your VSP payment. By making a pre-tax deferral, you can reduce taxes withheld from your final paycheck and boost your retirement savings.

Keep in mind, the IRS limits the amount you can contribute to retirement plans each calendar year. For details about contribution limits, go to [Deferred Compensation Plan](#).

Important: Some collective bargaining agreements require that leave balances go into an HRA VEBA account. For more information and a list of participating groups, go to [HRA VEBA](#).

Complete, sign, date, and return this form at least two weeks before your last day of work to the address below. Your leave contribution will be processed after your final paycheck.

Return to: King County Deferred Compensation Plan Administrator
Email: kcdeferredcomp@kingcounty.gov Phone: 206-263-9250

Last _____ First _____ MI _____

Employee ID _____ Last paid day _____

Home Email _____ Home Phone _____

Retiring at this time? ☐ Yes ☐ No

Age 50 or over? ☐ Yes ☐ No

Acknowledgement and Authorization

I acknowledge, attest to, and authorize the following:

- If I am retiring from King County: I am eligible to contribute the value of my accrued vacation and up to 35% of my sick leave balance to my Deferred Compensation Plan account, according to my collective bargaining unit. If the value exceeds the amount I can contribute, the balance will be issued in a final paycheck.
- If I am separating from King County for other reasons: I may receive the value of my accrued vacation in the form of a taxable paycheck or as a contribution to my Deferred Compensation Plan account.
- Medicare and Social Security withholding, and payroll taxes will be withheld at applicable rates.
- I authorize King County to initiate a one-time contribution to my Deferred Compensation Plan account from my vacation, sick leave, and/or compensation time balance, as indicated below:

Source	Deduction Type		Deferred Comp. Plan Contribution Amount		
Vacation	<input type="checkbox"/> Pre-Tax	<input type="checkbox"/> Post-tax (Roth)	<input type="checkbox"/> Max	or	\$ _____
Sick Leave	<input type="checkbox"/> Pre-Tax	<input type="checkbox"/> Post-tax (Roth)	<input type="checkbox"/> Max	or	\$ _____
Comp Time	<input type="checkbox"/> Pre-Tax	<input type="checkbox"/> Post-tax (Roth)	<input type="checkbox"/> Max	or	\$ _____
VSP Payment	<input type="checkbox"/> Pre-Tax	<input type="checkbox"/> Post-tax (Roth)	<input type="checkbox"/> Max	or	\$ _____

Signature _____ Date _____

Office use only	YTD contribution	Gross Payout	Amount Contributed	Final paycheck PPE	Cashout PPE
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