Accrued Leave Payout Form Instructions

Step 0: Fill in your name and employee id number.

Step 1: Indicate if you are an ISU Employee or an Ames Lab Employee by selecting the corresponding box.

Step 2: Effective date = the date of your separation.

Step 3: Deduct Section ↓

Accrued Leave Payout: Enter the dollar amount or percentage of the accrued leave payout that you would like sent to your retirement account.

Select Type of 403(b) Account: Select whether you would like the funds withheld pre-tax or post-tax by entering the percentage in the appropriate box.

Vendor: Type the name of the vendor you would like the payout to go to; the options are AIG (Valic), Ameriprise, or TIAA.

Step 4: Check the box “I elect this deduction even if the payout falls into a new tax year” if applicable.

Step 5: Annual Limits ↓

If you think your accrued leave payout will exceed the standard annual limit, please mark all the maximum boxes.

Step 6: Sign and date the form.

Step 7: Return the form to the FBAC office which is located at 1560 Administrative Services Building.