

**CITY OF SEATTLE VOLUNTARY DEFERRED COMPENSATION PLAN
LEAVE CONVERSION AUTHORIZATION FORM
Local 27 and Local 2898**

Employee Name		Employee Number
Work Phone	Home Phone	Last Day of Employment

In compliance with the Internal Revenue Code and in accordance with SMC 4.24.210, I understand the conversion or cash-out of my remaining leave balances will be administered in the following manner. This form applies to retiring employees represented by Local 27 and Local 2898.

- Upon my retirement or separation from the City, I am eligible to convert 100% of my unused vacation and merit leave into my City of Seattle Deferred Compensation Plan account, or have it cashed out directly to me.
- The maximum amount I am eligible to defer under the regular contribution limit for 2025 is \$23,500. If I am at least age 50 by the end of the calendar year, I am eligible to contribute an additional \$7,500 under the Age 50+ Catch-Up Provision for a total of \$31,000.
- Contributions made year-to-date, will reduce the amount I am eligible to defer.
- FICA, Social Security and Medicare will be withheld as appropriate.
- If the value of my unused vacation and merit leaves exceed the amount I am eligible to defer, the remaining balance will be recalculated, after applying FICA and Federal Income Tax Withholding.

I authorize the City of Seattle to initiate a one-time contribution to my deferred compensation account from my accrued, unused leave balances, as indicated below.

<div>Contribute the maximum Allowable? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>If no, specify amount. \$ _____</div>	<div>Convert</div> <div>Vacation Time Merit Time</div>	<div>Choose Yes or No</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</div>
Signature	Date	

Return completed form to your HR representative