

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 2026 is \$24,500. If I am at least age 50 by the end of the calendar year, I am eligible to contribute an additional \$8,000 under the Age 50+ Catch-Up Provision for a total of \$32,500.
- 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.

Contribute the maximum Allowable? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, specify amount. \$ _____	<table style="width: 100%;"> <tr> <td style="text-align: center;">Convert</td> <td style="text-align: center;">Choose Yes or No</td> </tr> <tr> <td style="text-align: center;">Vacation Time</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;">Merit Time</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Convert	Choose Yes or No	Vacation Time	<input type="checkbox"/> Yes <input type="checkbox"/> No	Merit Time	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Vacation Time	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Merit Time	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Signature _____	Date _____							

Return completed form to your HR representative