State of Arizona
Arizona Department of Administration
General Accounting Office

CHECKLIST WITH INSTRUCTIONS
For RASL Application (GAO-SL-50)
<u>For University Retirees</u>

RETIREE ACCUMULATED SICK LEAVE (RASL) PROGRAM

Retiree Section of GAO-SL-50	University Section of GAO-SL-50
☐ Provided required personal information. Missing or illegible information may delay processing.	☐ Verify retiree section is accurate and complete.
☐ Retirement System selected from one of the five choices, and Retirement Date provided (not last day of work).	☐ Retiree must submit original signed Form GAO-SL-50. Faxes or photocopies cannot be accepted.
☐ If applicable, enrolled with the state-sponsored deferred compensation provider prior to separation date.	☐ University RASL Liaison name and contact information. Person to be contacted for RASL application issues.
☐ If applicable, mailed **RASL Deferral Notification Form** directly to the state-sponsored deferred compensation provider at the Phoenix mailing address on the Form. Do not give it to your university deferred compensation rep.	☐ For ORP or FED Retirees: Attach letter confirming ORP or FED retirement date.
☐ Selected preferred payment method: direct deposit or paper check (warrant). Please provide a VOID check with printed name or a letter from your financial institution. Starter checks and deposit slips are not acceptable. Handwritten account information is not acceptable.	☐ **SEPARATION DATE:** Attach documentation to verify separation date.
	☐ **DATE OF FINAL PAYCHECK:** Complete after final payment for all wages and accrued leave (if any) has been made.
☐☐ **Federal Tax Withholdings (IRS Form W-4)** **Arizona Tax Withholdings (AZDOR Form A-4)** Attached Forms IRS W-4 and AZDOR A-4. Current withholdings forms can be obtained on the RASL website or at www.irs.gov and www.azdor.gov. Claiming "EXEMPT" from tax withholdings requires that you submit a new IRS W-4 and/or AZDOR A-4 each calendar year to the GAO-RASL Program in Phoenix.	☐ **SICK LEAVE BALANCE:** Attach documentation to verify sick leave balance.
	☐ **HOURLY RATE ON SEPARATION DATE:** Attach documentation to verify hourly rate of pay to four decimals ($xx.xxxx)
☐ Completed beneficiary information or wrote "NONE."	☐ Show your calculation of hourly rate of pay. Show annual salary divided by the appropriate annual hours worked (such as 2080, 1560 or 1520.)
☐ Initialed all eight (8) certification statements.	☐ **UNIVERSITY CERTIFICATION AND SIGNATURE:** Form GAO-SL-50 is invalid if not signed by University RASL Liaison. Please check whether you believe this is or is not a valid claim against the State.
☐ Form must be signed and dated by retiree or beneficary.	
☐ Submit original (no faxes, no copies) of your RASL Application Form GAO-SL-50 to the University RASL Liaisons in Human Resources or Fiscal Services.	
☐ Remember to communicate directly with the GAO-RASL Program if you change your address or bank account. RASL does <u>not</u> share this information with the Retirement Systems or with the Universities. After your first RASL payment you will be provided access to your GAO-RASL payroll account at yes.az.gov.	_____ University RASL Liaison Signature and Date
_____ Retiree or Legal Representative Signature and Date	