

RETIREE ACCUMULATED SICK LEAVE PROGRAM

CHECKLIST TO ACCOMPANY FORM GAO-SL-50 For Non-University Retirees

Retiree Section of GAO-SL-50	Agency Section of GAO-SL-50
<p><input type="checkbox"/> Social Security Number, Retiree Name, Phone Number, Mailing Address, Gender, Birth Date and EIN fields have been completed.</p> <p><input type="checkbox"/> Email address is optional but helpful if you move or travel.</p> <p><input type="checkbox"/> Retirement system selected.</p> <p><input type="checkbox"/> Retirement Date: _____ / _____ / _____</p> <p><input type="checkbox"/> If applicable, enrolled with the state-sponsored deferred compensation provider prior to termination date.</p> <p><input type="checkbox"/> If applicable, date RASL Deferral Notification Form was delivered directly to the state-sponsored deferred compensation provider: ____ / ____ / ____</p> <p><input type="checkbox"/> If applicable, Direct Deposit selected. Attach VOID check or letter from financial institution. Handwritten account information is not acceptable.</p> <p><input type="checkbox"/> Federal Tax Withholdings (IRS Form W-4) If your current federal tax withholding is EXEMPT, or if you wish to change your federal withholding, you must attach a current W-4 to this application. If you do not attach a W-4 for EXEMPT then we will withhold at the highest rate of single with no allowances. Claiming EXEMPT from federal withholdings requires that you submit a new W-4 each year.</p> <p><input type="checkbox"/> Arizona Tax Withholdings (ADOR Form A-4) If your current Arizona tax withholding is EXEMPT, or if you wish to change your Arizona withholding, you must attach a current A-4 to this application.</p> <p><input type="checkbox"/> Completed beneficiary information or wrote "NO BENEFICIARY".</p> <p><input type="checkbox"/> Retiree signature: Form is invalid if not signed.</p> <p><input type="checkbox"/> Submitted original (no faxes, no copies) of Form GAO-SL-50 to Agency Human Resources / Payroll on: _____ / _____ / _____</p> <p><input type="checkbox"/> Do NOT submit application directly to the GAO. Your agency will forward your application to the GAO <u>after</u> you receive your final agency paycheck.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Retiree Signature and Date</p>	<p><input type="checkbox"/> Verify retiree section is accurate and complete.</p> <p><input type="checkbox"/> Retiree must submit original Form GAO-SL-50. Faxes or photocopies cannot be accepted.</p> <p><input type="checkbox"/> Termination Date: Attach HRIS print screen of HR11 "Main" page showing status of R2, T2 or U2 and TERMINATION DATE filled in.</p> <p><input type="checkbox"/> Date Other Leave Paid Off: Complete after final pymt for all wages and accrued leave has been made.</p> <p><input type="checkbox"/> Sick Leave Balance: Attach HRIS print screen of "Time Accrual Balances". With the exception of Sick Leave, all balances <u>must</u> be 0.0000.</p> <p><input type="checkbox"/> Hourly Rate at Termination: Attach HRIS print screen of HR11 "Pay".</p> <p><input type="checkbox"/> Employer Signature: Form is invalid if not signed.</p> <p><input type="checkbox"/> A completed RASL application includes 5 pages: (1) Form GAO-SL-50. (2) Print screen of status and term date.* (3) Print screen of leave balances. (4) Print screen of rate of pay. (5) Checklist. No other screen prints or pages are required.</p> <p>Additional Agency HR and Agency PR tasks: (No screen prints are required for the following tasks.)</p> <p><input type="checkbox"/> Insurance and retirement deductions are end dated.* Contact agency benefits or beneissues@azdoa.gov. Wait until you actually <u>see</u> that the deductions have been end dated before submitting application.</p> <p><input type="checkbox"/> Direct deposits (XR12.1) are end dated.</p> <p><input type="checkbox"/> Additional payments (ZR30.1) are end dated.</p> <p><input type="checkbox"/> Do NOT end date transit (bus) card deductions, deferred compensation, taxes or garnishments.</p> <p>* Retiree must be in R2, T2 or U2 status and benefit deductions end-dated before Form GAO-SL-50 and attachments are submitted to the GAO.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Agency Signature and Date</p>