



Participant Information

This form is to be completed by your employer and returned to the Administrative Services Agency as soon as possible to aid in your request.

Please note: This form relates directly to your own loss of income only (If your spouse has had a loss of income with their employer we require the following information on the spouse's employer letterhead and not this form).

Name (please print): _____

REQUIRED Account Number **OR** Last 4 of SSN: _____

Date Employed: _____ Participant's Hourly Rate/Salary: _____

Unpaid Dates of Work Missed Due to Involuntary reasons: (If the dates missed are not consecutive or were partially paid, please list and explain in the Additional Comments section)

From: _____ To: _____

Is the participant eligible for or have they received worker's compensation? ☐ Yes ☐ No

If Yes, how much are they eligible for or how much have they received? _____

Is the participant eligible for or have they received disability benefits? ☐ Yes ☐ No

If Yes, how much are they eligible for or how much have they received? _____

Has the employee used up all available sick time, vacation time, or any other type of accruals available to them? ☐ Yes ☐ No

If No, how much sick time, vacation time, or other accruals do they have available for use? _____

Reasons why the dates missed were unforeseeable and beyond the participant's control: _____

Additional Comments: _____

Employer Information and Authorization

Please complete this form in its entirety. Questions left unanswered may result in further delay.

Name (please print): _____

Title: _____ Primary Phone: _____

Signature: _____ Date: _____

Form Return

Mail: New York State Deferred Compensation Plan
Administrative Service Agency
PO Box 182797
Columbus, OH 43218-2797

Fax: 1-877-677-4329

Overnight Mail: New York State Deferred Compensation Plan
Administrative Service Agency, 1-LC-F2
1 Nationwide Plaza
Columbus, Ohio 43215-2239

When faxing paperwork, please allow two hours for your form to be received. If your fax is sent after 3:00pm your paperwork will be filed on the next business day.