

PAYROLL ELECTION

All those employed on a 10-month basis may choose to have their salary distributed on a 21 check or 26 check basis. Please indicate your choice below:

21 Checks

☐

OR

26 Checks

☐

(5 extra checks in June)

This election is effective on the date noted below and commences at the start of the new school year. This election is irrevocable once the school year begins and cannot be changed prior to the end of the school year. Moreover, this election will remain in effect until a subsequent election form is submitted. Should you wish to change your election you must do so by resubmitting a payroll election form before the beginning of school in the year the change is to take effect.

Signature

Date

Signature is mandated by US Treasury

SIGN AND RETURN TO THE BUSINESS OFFICE