

Payroll Election Form

I am electing to be paid (check one):

_____ 21 pays per school year

_____ 26 pays per school year (balloon check)

Name:

Address:

Social Security Number:

Date of Hire:

Employee's Signature:

Building / School:

This election must be made in writing using this form at least one week prior to the first day of work for the school year to which this election applies (e.g. prior to the first day on which the employee must report to school for the school year). The election, once made, is irrevocable for that school year. Late submissions cannot and will not be accepted in order to comply with IRS Code 409(A).