

LYNNFIELD PUBLIC SCHOOLS

PAYMENT CYCLE FORMAT ELECTION

THIS FORM COMPLIES WITH IRS REGULATIONS; SECTION 409A

TO: ALL TEACHING STAFF
FROM: Linda M. Call
SUBJECT: Salary Payment Election

Please indicate your decision to receive 21 salary payments or to receive 26 salary payments with a lump sum payment in June. You must make this election once, and that election will stay in effect unless you wish to change by notifying us in writing. Furthermore, once you make an election for a given school year that election cannot be changed until the following school year.

Please fill out this form and return the whole sheet to Linda Call, Business Office. If this form is not returned, you will be paid via the default 26 pay period with a lump sum payment in June. This is a onetime election. Future changes will be made only by a written request.

 I authorize my annual salary to be distributed in 26 equal pay increments with a lump sum payment in June.

 I authorize my annual salary to be distributed in 21 equal pay increments.

My signature below affirms that I understand that my pay election will be considered a permanent selection until the end of the fiscal year at which time I may change my payroll plan for the following school year. If I do not change my selection in future years my election above will remain in effect.

Employee Signature: _____

Employee Name (PRINT): _____

Date: _____