

Morgan County Schools

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EVERY CHILD
EVERY DAY

Board of Education

David Ambrose, President
Aaron Close, Vice President
John Rowland
Laura Smith
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ELECTION TO ANNUALIZE SCHOOL YEAR COMPENSATION

Employees who work less than 12 months per year may elect to be paid over a 12 month period. This is called "annualized compensation". Annualized compensation allows you to have income during the summer months when school is not in session.

Due to IRS regulations, you must make a written election to receive annualized compensation. Please make your selection, sign and date, then return this form to the Finance Office prior to your first day of work.

In accordance with policies of Morgan County Schools, I hereby elect to have my compensation paid as follows (**select one only**):

_____ During the school year only – my compensation will be paid in **20** equal installments

_____ Over the twelve month period that commences at the beginning of the school year – my compensation will be paid in **24** equal installments

I understand that this election must be completed, signed and returned to the Finance Office before I begin performing services for the school year. I understand that my failure to make a timely election will result in my compensation being paid in twenty-four (24) equal installments. I also understand that this election cannot be changed during the school year and will remain in effect for subsequent school years unless I submit a revised election form to the Finance Office prior to the date I begin performing services for a new school year.

Signature

Date

Employee ID #