

Hampshire County Board of Education

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HAMPSHIRE COUNTY SCHOOLS ELECTION TO ANNUALIZE SCHOOL YEAR COMPENSATION

Employees who work less than 12 months per year may be paid over a 12 month period. This is called "annualized compensation". Annualized compensation gives you 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 return this form before your first day of work.

In accordance with the policies of the Hampshire County Board of Education, 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

OR

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 this school year and will remain in effect for subsequent school years unless I submit a revised election form to the Hampshire County Board of Education prior to the date I begin performing services for such subsequent school year.

Signature

Printed Name

928-00 _____
Employee ID Number

Date