

Sussex-Wantage Regional School District  
27 Bank Street  
Sussex, NJ 07461  
973-875-3175

## SUMMER PAYROLL AUTHORIZATION FORM

Employees employed on a ten (10) month basis shall have the option of being paid twenty (20) equal semi-monthly installments or individually applying for summer payments.

Ten percent (10%) will be deducted from your contractual semi-monthly pay. The grand total deducted during the 10 months will then be divided into 4 equal payments for July & August payments. Summer pay follows the same payroll schedule the 15th & 30th of each month. There will be no deductions taken from your summer pay as well as no taxes, since you have already been taxed on that money.

Please return this form to your Payroll Department to complete the enrollment process.

### **AUTHORIZATION**

- I authorize my employer to deduct 10% of my contractual pay each payday for the summer payroll.
- Summer Payroll disbursements can only be direct deposited into 1 account the "Full Net "Account or the "Balance Net" Account if you have multiple direct deposits set up.
- This authority will remain in effect until I have given notice to my employer to terminate this service.
- I understand that if I leave employment prior to end of school year, I will not receive the summer pay until July & August.

### **EMPLOYEE INFORMATION**

PRINT Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_