

**Saint Paul Public Schools
26 Pay Plan
Authorization Form**

Return to: INDEPENDENT SCHOOL DISTRICT NO. 625 - PAYROLL DEPT.
360 COLBORNE STREET, SAINT PAUL, MN 55102

The 26 Pay plan deducts net pay from your check and returns it over five paydays in the summer. The percentage deduction is designed to yield summer check amounts that are on *average* the same as the check amounts during the school year. Please note that this plan does not insure that 26 equal checks will be issued to you. This plan is designed for teachers that desire summer payments who would normally receive 21 checks during the school year. Employees who receive less than 21 checks during the school year will not have the same net pay on average in the summer as they do during the school year. **This plan will not provide equal checks during the school year when fewer than 10 days are paid. The deduction schedule details the number of paid days for each check date.**

THIS AGREEMENT HAS THE FOLLOWING RESTRICTIONS:

- * **YOU MAY NOT WITHDRAW YOUR FUNDS EARLY**, but you will receive your money in five checks on the scheduled summer paydays.
- * Checks will be mailed to the address listed on your last pay check of the school year. If that address is incorrect, please call Human Resources at 767-8200 to correct.
- * Interest will NOT be paid on the funds withheld for the 26 Pay Plan.
- * Election forms must be received two weeks prior to the beginning of the new school year.
- * ***Deductions will occur on all net pay.*** Coaching, Extracurricular, and all other miscellaneous payments will be included in the total from which 26 pay is deducted. There are no exceptions.
- * Direct Deposit participation is required to enroll in the 26 Pay plan.

I hereby authorize Independent School District No. 625 to make net pay deductions from 21 scheduled pay checks for this plan. I understand and agree that my summer checks will be mailed to me at the address on record on the summer pay dates.

Summer Pay Dates

The payroll dates for refunds of 26 pay funds will always be the first five scheduled paydays following the last check for the normal school year.

This enrollment is in effect for the coming school year and all subsequent years. In order to cancel your participation from the 26 Pay plan, notify the Payroll Office in writing. Any money withheld prior to cancellation will be refunded during the next summer.

Social Security #: _____ Work Location: _____

Name (print): _____

Date: _____ Signature: _____