

SUMMER PAY AUTHORIZATION FORM

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

I elect to participate in the optional summer pay plan. I have placed my initials in column 'A' next to the amount I want to be paid on five scheduled pay checks during the summer. These amounts are based on a deduction schedule for 19 checks. Missed checks will decrease Summer Pay amounts.

A	B	C	D
Employee's Initials	Biweekly Summer Pay	Total Funds Required	Payroll Deductions
	\$200	\$1,000	\$52.64
	\$250	\$1,250	\$65.79
	\$300	\$1,500	\$78.95
	\$350	\$1,750	\$92.11
	\$400	\$2,000	\$105.27
	\$450	\$2,250	\$118.43
	\$500	\$2,500	\$131.58
	\$550	\$2,750	\$144.74
	\$600	\$3,000	\$157.90
	\$650	\$3,250	\$171.06
	\$700	\$3,500	\$184.22
	\$750	\$3,750	\$197.37
	\$800	\$4,000	\$210.53
	\$850	\$4,250	\$223.69
	\$900	\$4,500	\$236.85
	\$950	\$4,750	\$250.00
	\$1000	\$5,000	\$263.16

THIS AGREEMENT INCLUDES THE FOLLOWING RESTRICTIONS

- * **YOU MAY NOT WITHDRAW YOUR FUNDS EARLY**, but you will receive your money in five equal installments on the scheduled summer paydays.
- * Checks will be mailed to the last address on record, call Human Resources at 767-8200 if it's incorrect.
- * Interest will NOT be paid on the funds withheld for the Summer Pay Plan.
- * Election forms must be received by September 1, before the school year.
- * Enrollment into this plan is automatically renewed each school year unless cancelled in writing by the employee. Any money withheld prior to cancellation will be refunded during the next summer.
- * Direct Deposit participation is required to enroll in the Summer Pay program.

I hereby authorize Independent School District No. 625 to make the deduction in Column 'D' from 19 scheduled pay checks for this plan. I understand and agree that my summer pay will be mailed to me at the address on record in five equal installments during the summer months.

Social Security #: _____ Work Location: _____

Name (print): _____

Date: _____ Signature: _____