

TRADITIONAL SCHOOL INSTALLMENT PAY REQUEST

NEW HANOVER COUNTY SCHOOLS

Instructions: Please download and complete this fillable PDF, and email to payroll @nhcs.net no later than August 10, 2020

Name (Please Print): _____
Last First M

Employee ID: _____ Job Title: _____

School Name: _____

ELECTION

I request a monthly deduction listed below over 10 months of employment (August - May). This will be paid in two equal installments, June and July. I understand that:

1. This deduction will be placed in a **non-interest bearing account**
2. Any unpaid leave of absence will affect my summer installment amounts
3. This deduction may be increased or decreased **after January 1, 2021**
4. **This election is irrevocable during the year in which I elect deductions**
5. This election will continue from year-to-year unless retiring, resigning or moving to a year round school

I elect \$ _____ **monthly** amount to be taken in 10 installments from August – May

Total Amount _____ Installment Amount: _____

Signature

Date