

# San Diego County Office of Education Workers Compensation Salary Abatement Form

Email form to [PayrollSvcs@sdcoe.net](mailto:PayrollSvcs@sdcoe.net) after completing Sections 1-3, including abatement documentation.

**Due to Payroll Services prior to Pre-Calc1**

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## 1. Request Information

Date of request:  District #: District Name:

From:

Contact Phone:

Contact Email:

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## 2. Abatement Information

Abatement Request Status: Original Revised Outstanding Balance

*Original - First time abatement submitted. Revised - Abatement details changed prior to the Original request finalized. Outstanding Balance - Abatement details do not change, Section 2 remains the same, current pay period abatement amount in Section 3 adjusted for any outstanding balance left to be abated from the Original or Revised request. Use Section 4 to track multiple pay period abatement amounts and outstanding balances.*

Employee Name

Employee ID - Rec #:

Position:

Pay Cycle:

Abatement Amt:

Details:

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## 3. Current Pay Period Information

*Provide this information based on the current pay period amounts and adjustments for the employee. Taxable gross needs to be the lowest calculated taxable gross for all tax jurisdictions. The abatement amount cannot exceed the taxable gross amount for the current pay period. If the abatement amount does not equal the amount needed in section 2, please submit an additional abatement request form next pay period to abate any additional balances outstanding.*

Pay Period End Date:

Page Nbr

Line Nbr

Full Gross:

Taxable Gross:

Abatement Amt:

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#### 4. Multiple Pay Period Tracking

Pay Cycle	Amount
Pay Cycle	Amount
Pay Cycle	Amount
Pay Cycle	Amount
Pay Cycle	Amount

Grand Total

*The Grand Total Amount MUST equal the Section 2 Abatement Amount*

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#### 5. Payroll Services Information

Completed By: \_\_\_\_\_ Date:

Taxable Gross Verified:      Yes      No

Abatement Accepted:      Yes      No      Adjusted Amount: \_\_\_\_\_

District Contact Notes:

Processing Comments:

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*Year End Processing Note:  
If there are any outstanding abatement balances remaining after the November Payroll (M11), you will need to submit a year end abatement adjustment form. The adjustment will be needed to ensure the annual W-2 form is correct. Adjustment requests need to be submitted no later than November 17th before noon for processing. Anything submitted after November 17th at noon will not be processed and the district will be responsible for the W-2C. The tax refunds will be accounted for when the employee files their individual tax return.*

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