

***Public Schools of the Tarrytowns***

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TO: Teachers and Teaching Assistants  
FROM: Payroll Office  
SUBJECT: Annual Payroll Option 2023-24 School Year

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Teachers and Teaching Assistants have the option of receiving their annual salary in either 21 or 26 equal installments. If the Teacher or Teaching Assistant desires the 26-installment option, their final paycheck in June will consist of 5 paychecks. (This option is helpful in budgeting personal expenses over the summer.)

**IMPORTANT – PLEASE NOTE:** All deductions other than the Cafeteria Plan & Health/Dental insurance will be taken according to the 21 or 26 payroll option that you choose for your paychecks. Cafeteria Plan (Flex Spending Account) and Health/Dental insurance can only be done on a 20 pay cycle.

Please indicate below your option for the School year **2023 – 24**

I, \_\_\_\_\_ elect the following option:  
**(Please Print Your Name)**

\_\_\_\_\_ TWENTY-ONE (21) EQUAL PAYMENTS

\_\_\_\_\_ TWENTY-SIX (21+5) EQUAL PAYMENTS

**Once you have chosen an option, no change will be made during the fiscal year.**

All forms must be returned to the Payroll Office, attention Mathew Kurien, by June 30<sup>th</sup>.

Should you have any questions, please contact Mathew Kurien at (914) 332-6252 or email to **mkurien@tufsd.org**

Signature \_\_\_\_\_

\_\_\_\_\_  
(Date)