

GATEWAY UNIFIED SCHOOL DISTRICT
DEFERRED PAY AUTHORIZATION FORM

**ONLY TURN THIS FORM IN IF YOU WISH TO CHANGE YOUR DEFERRED PAY,
OTHERWISE DEFERED PAY WILL REMAIN THE SAME.**

What is the deferred pay method? Approximately 9% of the net pay from each of your regular paychecks is withheld as a deduction all year. When these are added together and released to you in June as your “extra or deferred pay” check, the amount is very close to your regular paycheck (net pay) that you receive each month of the school year. If chosen, this pay method can help during the summer months when not working for the district.

- I understand that all of my current voluntary deductions will be deducted from 11 payroll checks. The “extra or deferred” check is strictly “net pay”. All deductions have already been taken from the 11 regular pay periods.
- I understand that once I receive my first regular paycheck during the school year, I will not be able to make a mid-year change in the payment method I have chosen.
- I also understand that the deferred check will be available to me each June; or upon termination of employment from Gateway Unified School District.

REMINDER.....The “deferred” paycheck will be mailed to the mailing address that we have on file if you normally receive a printed paycheck. If you currently participate in direct deposit your deferred pay will be automatically deposited as you have elected. Deferred pay is paid at the end of June of each fiscal year.

Employee Name (Please Print)

_____ **I WANT TO** receive one “extra” (deferred) check in June under the deferred pay method, in addition to my regular 11 paychecks.

_____ **I DO NOT** want to participate in the deferred pay method.

**TO CHANGE YOUR STATUS FOR THE CURRENT SCHOOL YEAR, THIS FORM MUST BE
RETURNED ON OR BEFORE THE SECOND FRIDAY IN AUGUST.**

Employee Signature

Date