

Public Schools of the Tarrytowns

TO: Teachers and Teaching Assistants

FROM: Payroll Office

SUBJECT: Annual Payroll Option

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: _____

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 30th.

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

Signature _____

(Date)