

PAYROLL OFFICE

**MULTIPLE PAYMENT REQUEST FORM**

Regularly contracted full-time academic employees receive their salary for the school year as 20 equal payments or may elect 24 equal payments (19 payments plus a multiple payment on June 25<sup>th</sup>). The multiple payment would be five times one of the 19 semi-monthly payments.

To comply with Internal Revenue Code 409A, for the 2019-2020 academic year the following requirements must be met to receive a Multiple Payment.

- This form must be completed and returned signed (written or electronically) to the Payroll Office.
- The election of Multiple Payment must be made before the beginning of work period. **The Payroll Office must receive the signed form (written or electronically) prior to the September 10, 2019.**
- **Per IRS Regulation**, the election for Multiple Payment is **irrevocable** for this current school year once the work period begins (Full Time Academic Agreements commence September 10, 2019).
- Unless this form is returned to the Payroll Office checked and signed prior to September 10, 2019, your payments will automatically be computed as 20 equal payments.
- This Multiple Payment election will remain in effect until the employee changes it prior to the beginning of a subsequent work period (Academic Year).

By signing this form, I am electing to the multiple payment schedule.

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Print Name

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SID

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Signature

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Date