

Dallas County Community College District

Payroll Schedule Election

Employees who work less than 12 months per year may be paid over 12 months. This is called "annualized compensation." Annualized compensation gives you income during the summer months and makes it easy to pay your summer benefit premiums.

Due to IRS regulations, you must make a written election annually to receive annualized compensation. Please circle your selection, sign, and return this form before your first day of work. *If you fail to return this election before you begin work for the school year, the district will not annualize your compensation.*

IRS regulations provide that once you have made an election, you may not revoke it. As with any income tax matter, please contact your personal tax counselor if you have questions. If you are an at-will employee, nothing in this form changes or alters that status.

Please circle your election below, sign and return this form to your location HR Office:

9 month 10 month 11 month 12 month

Employee Signature: _____

Printed name: _____

Colleague ID # _____

Date signed: _____