

ANNUALIZED COMPENSATION ELECTION/REVOKE FORM

Applicable to Regular Faculty and Staff in 9-month positions

Name _____

EmpID# _____ Dept _____

IRS regulations require you to make a written election if you want to annualize your compensation (12-month Salary Spread). Once you have made an election, you may not revoke it prior to the next academic year.

To annualize your compensation, or revoke an existing election, please check the appropriate box below, sign, date, and return this form to [HR Records](#) by **Friday, September 9, 2022**. Your election cannot be processed if this form is received after **Friday, September 9, 2022**.

This election will apply to each subsequent academic year. A new form is required only if you wish to change your election.

I elect annualized compensation (12-month Salary Spread); I elect to have my 9-month salary paid over 12 months.

If you have salary adjustments during the 9-month employment period, your summer checks will not pay the same gross amount that was paid during the school year. Adjustments include increases or reductions in salary, or docks.

I revoke my election to have my 9-month salary paid over 12 months.

As with any income tax matter, please contact your personal tax advisor if you have questions.

If you have not received confirmation that your election has been processed by Friday, September 16 please contact [HR Records](#) immediately.

Signature_____
Date