

ANNUALIZED COMPENSATION ELECTION/REVOKE FORM Applicable to Regular Faculty in 9-Month Positions

Name _____

EmpID# _____ Dept _____

IRS regulations require you to provide in writing your election to either annualize your compensation (12-month Salary Spread) or revoke an existing election. The election can only be made at the beginning of an academic year.

To annualize your compensation, or revoke an existing election, please check the appropriate box below, sign, date, and return this form to [Keeshala Henderson](#) by **Monday, August 15, 2022**. Your election cannot be processed if this form is received after **Monday, August 15, 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.

Salary adjustments made during the 9-month academic period will impact the gross amount paid during the summer. 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