

Alvord Unified School District
12-Pay Plan Form
Authorization/Cancellation Form – Certificated

Authorization For Participation:

By signing this authorization form I am requesting to participate in the Alvord USD 12-Pay Plan Program. As a 12-Pay Program participant I authorize Alvord USD to distribute my payroll from July to June.

I understand that the July payroll amount paid on July 31st under the 12-Pay program will be an advance on payroll earnings earned during the months of August through June. I understand that if I separate from my position as instructor for the district at any time prior to June 30th, my payroll may require an adjustment/deduction depending on the number of contract days fulfilled at the time of separation.

I am aware that because I am electing to participate in the 12-Pay program that I must be employed with the district as an instructor for a minimum of two years. I understand that once I sign this authorization form, my election to participate in the 12-Pay program is irrevocable for the remainder of the fiscal year unless I end employment with Alvord Unified School District. I further authorize the district to make an adjustment to my final payroll should I separate at any time before June 30th.

____ I elect to **Participate** in the 12-Pay Program.

Print Name

Signature Date

If you are electing 12- Pay for the first time for next fiscal year, this form must be turned in by July 15th.

Cancellation From Participation:

(Cancellations won't be effective until the following fiscal year)

By signing this authorization form I am requesting to **CANCEL** my participation in the Alvord USD 12-Pay program.

I understand that once I sign this cancellation form, my election to not participate in the 12-Pay program is irrevocable for the following fiscal year. *(The fiscal year is July 1 to June 30)*

____ I elect to **CANCEL** my Participation in the 12-Pay Program.

Print Name

Signature Date

Please Return to Alvord USD Payroll Dept.

If you are cancelling 12-Pay for the next fiscal year this form must be turned in by July 15th.

Payroll Use only Received and processed by Payroll:

Notes: