



West Contra Costa Unified School District
Payroll Department

DEFERRED PAYMENT AUTHORIZATION

The West Contra Costa Unified School District has agreed to offer a Deferred Payment option to **all** bargaining unit members working under an 11-month contract.

If you are currently paid 11-months per year (August-June), you will still receive your first check on the last day of August.

From the month your deferred pay begins, we will take a deduction of 8.333% of your gross base-pay from each paycheck (pre-taxed). This deduction will be held in an account and paid out to you at the end of the fiscal/school year (June 30th) in a separate check from your salary. Taxes will be deducted at the time of payment.

If you wish to stop participating in the Deferred Payment Program and revert to your prior payment schedule for the following school year, you must notify Payroll in writing.

If you are placed in an unpaid status (health leave, etc.) your deferred pay will be stopped for the remainder of the the leave.

Yes, enroll me in Deferred Pay beginning

Month & Year

Print Name:

LAST NAME, FIRST NAME

ID

Signature:

Date

If you have any questions please email your Payroll Technician

This form must be turned into Payroll prior to the 10th of each month to take effect on the last day of the month.