



WESTPORT COMMUNITY SCHOOLS

Office of Business Services

NOTICE OF ELECTION FOR ANNUALIZED SALARY

In accordance with IRS regulations under Section 409A, the following form is provided to all teachers for election of either (a) a lump sum payment in June or (b) payment of salary throughout the summer (26 payments). **This form is irrevocable for any particular school year and must be submitted to the payroll department prior to your first day of work. Otherwise, the superintendent has the authority to make the final decision.**

This is to notify the Town of Westport that I have elected – beginning with the 2016-2017 school year – to have the salary for the approximately 10-month period during which I actually perform services paid out in

(CHOOSE ONE)

_____ 26 equal bi-weekly payments.

_____ equal bi-weekly payments beginning in the month of September with a final single lump sum payment in June encompassing all remaining payments due for June, July and August.

In the event a separation from service occurs before the end of the 12-month payment period, I will be entitled to an additional payment for the amount I have actually earned from the beginning of the 12-month pay period until the date of my separation from service, which has not yet been paid. This additional payment will be included in my final paycheck. For this purpose, "separation from service" shall have the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

This notice is irrevocable for any particular school year, and may not be changed or withdrawn after the beginning of the school year in which I am working. **This notice will be effective for the 2016-2017 school year and all following school years, unless I choose to change my election.** If I choose to change my election, I will so notify the employer in writing prior to beginning work for that school year.

This notice shall have no effect if not submitted to the district payroll department prior to the time I begin working for the 2016-2017 school year. The superintendent has sole discretion for the method of payment for all late or absent submissions.

Signature _____

Date: _____

Print Name _____