



**BINGHAMTON CITY SCHOOL DISTRICT PERSONNEL OFFICE**

***10-MONTH EMPLOYEES END OF THE YEAR TAX SHELTER ANNUITY FORM***

10-month employees receive a final paycheck each year at the end of June. This is a reminder that tax shelter annuities (ie: 403b) will be deducted from this check. For those with the 26 check option, the deduction will be taken **five** times the usual amount and for those with the 22 check option, **one** time the usual amount.

If CBO Payroll does not receive this form to stop their tax shelter annuity deduction, the employee will be responsible for retrieving any money they did not wish to have deducted, directly from the company.

***THIS FORM ONLY NEEDS TO BE FILLED OUT IF YOU DO NOT WISH TO HAVE THE DEDUCTION FOR YOUR TAX SHELTER ANNUITY TAKEN FROM THE FINAL CHECK IN JUNE 2020.***

-----

\_\_\_\_\_ (please print)  
Last Name                      First Name                      Check Location

\_\_\_\_\_ I elect to have my tax shelter annuity deduction stopped for my **final** paycheck in June 2020. You may resume my tax shelter annuity with the first paycheck in September 2020.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**PLEASE RETURN TO PAYROLL, NO LATER THAN JUNE 1, 2020.**

**The completed document can be sent through school mail to Debby Theleman, CBO Payroll or scanned and emailed to [dthelema@btbooces.org](mailto:dthelema@btbooces.org).**