

ANNUALIZED COMPENSATION ELECTION

Applicable to Regular Faculty and Staff in 9-Month Positions



Name _____
Emplid# _____
Dept _____

IRS regulations require you to make a written election if you want to receive annualized compensation (12-month Salary Spread). Please sign, date, and return this form **before** your first day of work. **If you fail to return this election before 5:00 pm August 10, 2012, UNT cannot annualize your compensation.**

This election will apply to each subsequent academic year without submission of a new election form.

IRS regulations provide that once you have made an election, you may not revoke it prior to the next academic year. **Cancellation of the annualized compensation election must be made in writing before the first day of work in the new academic year.**

If you have salary adjustments during the 9 month employment period, your summer checks will not pay the same gross amount that was paid during the school year. Adjustments include increases or reductions in salary, or docks.

As with any income tax matter, please contact your personal tax advisor if you have questions.

I elect annualized compensation (12-month Salary Spread); I elect to have my 9 month salary paid over 12 months.

Signature _____