



## Salary Plan for Certificated Personnel

**Certificated Personnel Serving Less Than 12 Months Each Year  
Requesting 1/6 Withholding OR 1/6 Withholding to be Refunded.**

You may select one of the following methods of payment of your annual salary. Please check the method of payment you wish.

- I choose to have my annual salary divided in 10 monthly payments. I understand that I will receive my last salary warrant for the current year on June 30th.
  
- I choose to have 1/6 withholding taken out of my monthly pay warrant (after taxes and retirement). The 1/6 withholding will be payable July 31st and August 31st.
  
- I choose to have my 1/6 withholding refunded to me as soon as possible.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date