



# TAYLOR COUNTY BOARD OF EDUCATION

71 UTT DRIVE

GRAFTON, WEST VIRGINIA 26354-7449

Telephone (304) 265-2497 FAX (304) 265-2508

## EMPLOYEE ELECTION FOR EXTENDED PAY PERIODS

Pursuant to the provisions of West Virginia Code 18A-4-9, county boards shall determine the number of pays to be made during a school year to the various classes of employees, and may defer a portion of the annual salary to be paid to the personnel employed less than 12 months per year and pay their salary over the full year. The Internal Revenue Service (IRS) refers to this practice as “annualized compensation.”

**Due to new regulations adopted recently by the IRS, employees who receive annualized compensation must make a written election to do so. The written election must be made by the first day of the employment term and will remain in place until the employee elects a change. Because of potential tax penalty, employees who do not make a written election to receive annualized compensation by the first employment day of the school year will not have their pay deferred.**

Please initial your election below, sign where requested, provide the required information, and return the completed form to the payroll office **NO LATER THAN** your first day of employment for the current school year.

\_\_\_\_\_ I elect annualized compensation, I understand that I may not revoke this election during the year unless I incur disability. **(24 pays)**

\_\_\_\_\_ I **do not** elect annualized compensation. **(20 pays)**

**Employee's signature** \_\_\_\_\_

**Employee's printed name** \_\_\_\_\_

**Employee ID number** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**IRS Section 409A Election Form**