

Santa Rosa City Schools

Memo

DATE: _____

TO: Payroll Services

FROM: Print Name: _____

Social Security Number _____

SUBJECT: **DEFERRED NET PAY (DNP)**

DUE TO PAYROLL SERVICES BY THE LAST WORKDAY OF JULY

Following is my choice of Pay Plan for the school year:

Please check (✓) the appropriate box.

Certificated/SY Classified: **10 –Month Plan** or *** DNP**
(16.67% - percentage of net withheld)

Cert. Admin./10 or 11 Mo. Class.: **11 - Month Plan** or *** DNP**
(8.33% - percentage of net withheld)

Deferred Net Pay (DNP) is a method in which a percentage of salary is deducted from an employee's paycheck during working months in order to pay the employee during non-working months. Once you elect DNP, you do not need to re-elect each year.

* In order to be eligible for Deferred Net Pay you must be signed up for **Direct Deposit**. Direct Deposit Forms are available at Payroll Services.

Payroll Deductions: All payroll deductions will be deducted 10 times for 10-month employees and 11 times for 11-month employees. These deductions include: Tax Sheltered Annuities, Union Dues, Retirement Buy Backs, Health Benefits, Garnishments, Credit Unions, etc.

If Payroll Services does not receive this form back by the last workday of July you will not be eligible for the DNP payment plan until the following school year.

Signature of Employee: _____