

2023-2024 Payroll Deduction Method Form

Because the State no longer offers *Installment Pay*, you will now be responsible for making a plan to ensure you have money during the summer months (June, July and/or August depending on what calendar you fall under). This form allows you to sign up for the Payroll Deduction Method for the 2023-2024 school year. ***Please complete this form and return it to the Finance Department before August 18, 2023.***

This method affects 10 and 11 month employees ONLY.

- We will hold the amount you choose and distribute it during the summer months.
- This will show on your check as a deduction.
- You will be allowed to change your amount **only once** during the school year.

HCSPDM (Hoke County Schools Payroll Deduction Method) Election:

- I would like to have \$_____ taken from my check monthly to go in this account.
- I understand that I will only be able to change the above amount **once during this school year.**
- If I decide to withdraw my funds I will not be allowed to participate in the HCSPDM until next school year.

Printed Name: _____ **School:** _____

Signature: _____ **Date:** _____