

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 HCSPDM for the 2022-2023 school year. *Please complete this form and return it to the Finance Department before August 19, 2022.*

This method affects 10 and 11 month employees ONLY.

HCSPDM - Hoke County Schools' Payroll Deduction Method

- 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)

- 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: _____