



# SUMMER FUND WITHHOLDING AUTHORIZATION AGREEMENT

- EMPLOYEE INSTRUCTIONS:**
1. Employees paid monthly who do not work year round are defaulted **into** the Summer Fund plan at the beginning of their employment. Use this form to 'opt out' of the plan or to re-enroll if you previously 'opted out'.
  2. Employees paid biweekly who do not work year round are defaulted **out of** the Summer Fund plan at the beginning of their employment. Use this form to enroll in the plan or to 'opt out' if you previously enrolled.
  3. This election remains in place until you change it, but at a minimum will remain in effect through the end of the current work (contract) year.
  4. The Summer Fund will be disbursed during your non-working, summer months. This money cannot be distributed earlier than the scheduled dates.

Employee Name (Please Print - First, MI, Last)		Employee Number  _ _ _ _ _ _ _ _  <b>OR</b> Last Four Digits of Social Security Number  X X X X - X X - _ _ _ _
Employee Work Location	Employee Work Phone Number	

## Employees Paid Monthly

- I elect to enroll in the Summer Fund plan. I understand that this will reduce my take-home-pay during my work (contract) months in order to provide payment(s) in the non-work (non-contract) months.
- ◆ 10 Month Employee (Contract Days 183 to 211)
    - ◆ 10 Deductions of 16.666% from take-home-pay during work (contract) months
    - ◆ 2 Summer Fund payments during non-work (non-contract) months
  - ◆ 11 Month Employee (Contract Days 212 to 240)
    - ◆ 11 Deductions of 8.333% from take-home-pay during work (contract) months
    - ◆ 1 Summer Fund payment during non-work (non-contract) month
- I elect to 'opt out' of the Summer Fund plan. I understand that I will receive no pay during my non-work (non-contract) months.

Payroll Use Only: ACH Type 2

## Employees Paid Biweekly

- I elect to enroll in the Summer Fund plan. I understand that this will reduce my take-home-pay during my work (contract) months in order to provide payment(s) in the non-work (non-contract) months.
- ◆ 10 Month Employee (Contract Days 183 to 211)
    - ◆ 20 Deductions of 13% from take-home-pay during work (contract) months
    - ◆ 3 Summer Fund payments during non-work (non-contract) months
  - ◆ 11 Month Employee (Contract Days 212 to 240)
    - ◆ 22 Deductions of 8.333% from take-home-pay during work (contract) months
    - ◆ 2 Summer Fund payment during non-work (non-contract) month
- I elect to 'opt out' of the Summer Fund plan. I understand that I will receive no pay during my non-work (non-contract) months.

Payroll Use Only: ACH Type 2

I authorize Fairfax County Public Schools (FCPS) to withhold the assigned post-tax amounts from my pay as defined above. I understand that this election remains in place until I submit a new form, but at a minimum this election will remain in effect through the end of the work/contract year. I also understand that these withholdings will be disbursed as scheduled during my non-work/contract summer months and that **these withholdings cannot be disbursed earlier than the scheduled dates**. I have read the information about Summer Fund plan on the reverse side of this form.

\_\_\_\_\_  
Employee Signature


\_\_\_\_\_  
Date

*For Payroll Use Only:*

\_\_\_\_\_  
Input by

\_\_\_\_\_  
Date

## Understanding the Summer Fund Plan

- Employees paid monthly who do not work year round are defaulted **into** the Summer Fund plan at the beginning of their employment. Use this form to 'opt out' of the plan or to re-enroll if you previously 'opted out.'
- Employees paid biweekly who do not work year round are defaulted **out of** the Summer Fund plan at the beginning of their employment. Use this form to enroll in the plan or to 'opt out' if you previously enrolled.
- This election remains in place until you change it, but at a minimum will be in effect through the end of your current work/contract year.
- The Summer Fund will be distributed as scheduled during your non-working, summer months. This money will **not** be distributed earlier than the scheduled dates unless the employee has terminated their position **prior** to the end of the contract year, in which case any summer fund balance will be paid out in its entirety in the pay period following the termination. Employees terminating their positions at the end of the contract year will be paid out on the regular scheduled dates.
- Summer Fund withholdings are made from post-tax monies. Therefore, the disbursements of the Summer Fund withholdings will not have taxes withheld as these monies have already been taxed.
- Your pay advice or pay stub portion of your check provides detailed information about your Summer Fund withholdings, balance and payments.
- You should check your pay advice or pay stub **each pay period** to monitor your Summer Fund transactions.
- If you start the school year late or experience other changes that significantly affect your net pay after the start of the contract year (i.e. step increase, changes to daily scheduled hours or percent of employment, promotion or demotion, changes in mandatory or voluntary deductions, etc.) your July and/or August Summer Fund checks may not be equal to checks received during working months.
-  If you have questions about how to complete the form or about the Summer Fund plan, please contact the HR Client Service Center at (571) 423-3000.
- Return form by pony or by U.S. Mail to:

Fairfax County Public Schools  
Office of Payroll Management  
8115 Gatehouse Rd., Suite 2200  
Falls Church, VA 22042