

**BERRIEN SPRINGS PUBLIC SCHOOLS
BUSINESS AFFAIRS OFFICE**

July 31, 2020

Effective with the 2020-21 school year, IRS Section 409A established deadlines for electing to defer compensation from one calendar year to another. By electing to spread your compensation over 26 pays, you are electing to defer part of your salary earned in the current calendar year to the following calendar year. The IRS has established the following rules for these salary deferrals:

This election must be made on or before August 28, 2020.

This election is irrevocable: it cannot be changed after the start of the school year.

If election is made to spread compensation over 12 months, payments will be made bi-weekly starting with the beginning of the school year.

If employee fails to submit an election or submits the election after the deadline, the default election will be 26, pays.

If you do not wish to change your pay periods you do not have to return this form. This election will remain in effect indefinitely until the employee changes the election. If an employee wants to change their election, the change must be made before the beginning of the school year to which the change applies.

The first pay for the 2020-21 school year will be September 11, 2020.

FURTHER INFORMATION CAN BE OBTAINED AT: IRS.gov SEARCH FOR: 409A

COMPLETE AND RETURN THIS PORTION **IF YOU WISH TO CHANGE YOUR PREVIOUS ELECTION**

***To be completed and returned to central office by **August 28, 2020** or as soon as possible. This form can be emailed to jthies@homeoftheshamrocks.org

I hereby request my salary to be divided into the following pay periods:

(Please check one below)

_____ 21 pay periods

_____ 26 pay periods

EMPLOYEE'S SIGNATURE

BUILDING

DATE

DEPARTMENT