Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

I, _____ , elect to have salary deferral begin with my next academic year contract. I request that my 9 (10, or 11) month contract be paid over 12 months instead.   I understand that my pay will be made over an annualized pay schedule and this election will remain in effect for each of the following academic years until I revoke this authorization for a future academic year.

Because the IRS prohibits changes made within the academic year, I am aware that my election is irrevocable during that 12 month period. To be paid without deferral for a future academic year, I must complete a Salary Deferral Revocation Form and submit it to Payroll **prior** to the first day of the new contract. Should there be separation from service (as defined by the IRS - termination, retirement, or death during the year), a lump sum payment will be issued for my deferred pay along with my final pay, pending employer approval.

This Salary Deferral Authorization Form is only effective if submitted to Payroll **prior** to the first day of my contract for the new academic year, as required by the IRS. Salaried 9, 10, or 11-month contracted employees may participate in this program. There is no fee for salary deferral. I understand that salary deferral will begin with next year's academic contract and that my current pay will continue to be paid according to my contract.

Term Academic Employees: If my term contract is not renewed for the next academic year, my defer pay balance will be paid out in a lump sum along with my final paycheck at the end of the term contract. _____

Initial

All information below must be completed. Payroll will send a confirmation e-mail to verify the request has been received.

_____   _____

Banner ID No.   **E-Id**

_____   _____

Signature   **Date**

If you have questions please refer to Salary Deferral Guideline or contact Payroll at 650-2190.

Salary Deferral Guidelines: https://www.siue.edu/human-resources/payroll/salary-deferral.shtml
Salary Deferral Calculator: https://www.siue.edu/human-resources/payroll/def-pay-calculator.shtml

DO NOT WRITE BELOW THIS LINE

Date Received by Payroll: _____

Confirmed by E-mail on: _____

Payroll Entered on: _____ Initials: _____