

Rutherford County Board of Education

**Application for (12) Twelve Month Salary Distribution for
Actively Employed Teachers**

I understand that:

1. This is the Rutherford County Board of Education Payroll Distribution Plan
2. Once I have enrolled for the year, I will not be able to change this request during that school year, per IRS regulations
3. If I want to change from 12-month to 10 month salary distribution for the next school year, I must complete the (10) Ten Month Salary Distribution Application **no later than my first working day of the next school year**

By completing this application, I request that Rutherford County distribute my salary into 12 checks beginning with September and ending in August of the following year.

REMINDER: The IRS deadline to enroll in 12 month salary distribution is MY first paid working day, not the first day of classes.

Present School Location Assigned _____

Certified Employee's Full Name _____

Employee's Social security Number _____

Signature of Employee _____

Date _____