



*PRUSD Payroll Authorization
12 Equal Payment Option*

Employee Name: _____

I hereby authorize the Pleasant Ridge Union School District to divide my eleven (11) monthly payroll checks into twelve (12) equal paychecks, so I can participate in the 12 Equal Payment Option plan.

- In subsequent years an employee will be automatically enrolled in the 12 Equal Payment Option plan.
- The District payroll department needs to be notified in writing in order to **enroll** or **terminate** participation in the 12 Equal Payment Option plan no later than August 1st of a new school year.
- A full annual commitment is **required**.

Employee Signature

Date

The Pleasant Ridge Union School District provides a safe and engaging environment where students develop academic, social and life skills to become productive, responsible citizens in a constantly changing global society.

