

PINELLAS COUNTY SCHOOLS
SUPPORT SUMMER SAVINGS PLAN
ENROLLMENT, CHANGE AND/OR STOP FORM

The support summer savings plan (SSP) is a voluntary program for all supporting service employees who work less than 12 months. The savings plan allows each employee the flexibility to decide how much money they will save during the regular school year for later distribution in four (4) biweekly payments over the summer months. Employees select a biweekly deduction amount that suits their budget.

The advantages of the summer savings plan include:

- Flexibility for the employee to decide how much they can save each payday for later payment during the summer. The District does not impose any requirements on the amount to be saved.
- Convenience of direct deposit posting to your account during the summer months when you may not be working or may be away from home.
- Since SSP deductions are withheld on an after-tax basis, the employee's balance at the end of the school year will be fully refunded to the employee during the summer. No additional taxes or deductions will be withheld from the summer payments.

Instructions: To start, change or stop a biweekly deduction amount for the summer savings program: (1) provide your legal name, last four digits of your SSN, (2) check one box below, (3) specify a dollar amount for start or change, (4) print, sign and date the form and (5) **send the completed form to Administration Building, Payroll Department by mail or pony. Only original forms will be accepted.**

Employee Name (print legal name):	SSN (last 4 digits):
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<input type="checkbox"/> Start deducting the biweekly amount of: \$	<input type="checkbox"/> Change my current biweekly deduction to the new amount of: \$	<input type="checkbox"/> S TOP taking deductions for the SSP program. Refund balance (check one): <input type="checkbox"/> On my next payday <input type="checkbox"/> Refund over the summer
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I hereby authorize the School Board of Pinellas County, Florida to deduct the amount designated from each paycheck for my summer savings plan. This deduction will be taken from twenty (20) paychecks each fiscal year and will automatically renew at the beginning of each fiscal year unless I instruct the District to increase, decrease or discontinue the deduction using this form. The total amount deducted each fiscal year will be refunded in four (4) direct deposit payments over the summer months. I agree that that the District will be authorized to deduct from my summer savings balance up to the full amount of any overpayment of wages or other compensation made in error.

Signature:	Date:
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<u>Examples of the "biweekly deduction amount" for SSP option:</u>	<u>Example A</u>	<u>Example B</u>
• If the "biweekly deduction amount" equals	\$ 100	\$ 200
• Total savings over 20 paydays will be.....	2,000	4,000
• The four (4) biweekly summer payments will each be....	500	1,000