

**EAST BATON ROUGE PARISH SCHOOL SYSTEM  
DEFERRED PAY ENROLLMENT / WITHDRAWAL REQUEST**

Employee Name \_\_\_\_\_  
Employee #: \_\_\_\_\_  
Location: \_\_\_\_\_  
Position: \_\_\_\_\_

**PROCEDURES**

Deferred pay is an after tax deduction with no impact on tax withholding or W-2 reportable earnings. The total amount deducted from each pay check is paid in four equal installments during the summer. Deferred pay is calculated as a percent of GROSS pay or fixed amount may be selected. The default percent is 16.667% per payroll check. Below indicate the percent of Gross pay to be deducted or select the fixed amount:

PERCENT OF GROSS PAY: \_\_\_\_\_ OR 16.667% per check  
FIXED AMOUNT PER CHECK: \_\_\_\_\_ TYPE CODE 790

*Note: The amount paid out over the summer will only be the total amount withheld during the school year.  
This amount may or may not reflect the amount of your regular payroll checks during the school year.*

**ACTION REQUESTED:**

- I Would Like To Sign Up For Deferred Pay  
 I Would Like To Cancel My Deferred Pay  
 I Would Like To Change My Deferred Pay

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Note: No withdrawals are allowed once enrolled in the Summer Deferred Program*



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