# Salary Reduction Repayment Form

# Date of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please sign and return this form within 10 calendar days to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay Period(s) of Overpayment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overpayment Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZATION FOR PAYROLL DEDUCTION:** I agree to repay Rosemead School District via payroll deductions, and I authorize deduction of the amount as shown below from my payroll warrant(s) in order to satisfy my overpayment. Please check repayment method below:

\_\_\_ Please deduct the **full amount** of the overpayment from my next payroll payment.

\_\_\_Please deduct $\_\_\_\_\_\_\_\_\_\_ from my payroll for the next and subsequent pay periods until the overpayment is fully repaid. In the event I leave employment with this agency, I authorize the overpayment balance to be deducted from my final payroll warrant.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payroll Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that your payment plan selection above will have an impact on your W2 form for the current calendar year, and an adjustment may be required as a result. Should your payment plan extend beyond the current calendar year, it will also affect your W2 for the following calendar year, necessitating an adjustment for that year as well.

If you have any questions or concerns, please feel free to contact our Payroll Department listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Payroll Contacts | Certificated Staff | Dory Garcia | x. 221 |
|  | Classified Staff | Darlene Reyes | x. 227 |
|  | Fiscal Services | Suwen Su | x. 259 |

We apologize for this error and thank you for your understanding.

Sincerely,

Suwen Su

Director, Fiscal Services