## OSU *Payroll Services*
### SALARY DEFERRAL ELECTION TO DEFER RECEIPT OF PAY FORM

Name _____     Employee ID_____

College _____     Department Contact _____

## Setup Deferral (NOTICE:  The salary deferral will continue until revoked)

*Assignment must begin July 1ˢᵗ* (Please confirm with your department)

| Check One | Assignment Period | Current Assignment Length | Salary Payback Period | Total Months Paid |
|---|---|---|---|---|
| | July 1 – May 31 | 11 | June | 12 |

| Check One | Assignment Period | Current Assignment Length | Salary Payback Period | Total Months Paid |
|---|---|---|---|---|
| | August 1 – April 30 | 9 | May, June, July | 12 |
| | August 1 – May 31 | 10 | June | 11 |
| | August 1 – May 31 | 10 | June, July | 12 |

| Check One | Assignment Period | Current Assignment Length | Salary Payback Period | Total Months Paid |
|---|---|---|---|---|
| | September 1 – May 31 | 9 | June | 10 |
| | September 1 – May 31 | 9 | June, July | 11 |
| | September 1 – May 31 | 9 | June, July, August | 12 |
| | September 1 – June 30 | 10 | July, August | 12 |

## Short Period (Year of Hire Only)

☐  Short Period Deferral Start Date _____

NOTE: The amount deferred and the pay back amount will differ in the first year if a Short Period is included.

## Signature

By signing below, I understand I am electing to defer the receipt of my monthly pay according to the plan selected above. I understand this election applies to regular pay (primary assignment). I understand this election is irrevocable during the plan year and the deferred pay cannot be received until the payback period as indicated in the chart above, or upon separation of employment. I understand there will be no interest accrued on any amount deferred from pay during the deferral period. I understand this deferral will continue to future plan years until such time as I revoke my election (see below).

SIGNATURE_____     DATE_____

### THIS FORM MUST BE RECEIVED BY PAYROLL SERVICES 30 DAYS PRIOR TO THE DEFERRAL START DATE

### Email the completed form to payroll.services@okstate.edu