



2024-2025

PAYMENT ENROLLMENT FORM

10 MONTH BFA CONTRACT EMPLOYEES ONLY

If you would like to make changes from your current payroll status or if you are a new employee to Dutchess BOCES, **please return this form to the Payroll Office by August 30, 2024.**

Due to current IRS guidelines, this option once made is non-revocable for the current school year. Refer to the EE Guide under IRS 490A.

Name: _____ SSN: _____ (LAST 4 DIGITS)

Signature: _____ Date: _____

Plan# 1- Contract Salary/20 equal payments (Referred to the 10-month pay schedule on the payroll calendar.) *Example: A \$20,000 salary will result in 20 even gross payments of \$1,000 (1/20th) for each of the 20 payrolls from September to June.*

_____ I elect Plan #1 for the 24/25 school year.

Plan# 2- Contract Salary/24 equal payments (Referred to as the "Big Pay", 4 extra payments are included in the final payroll June 30, 2025) *Example: A \$20,000 salary will result in gross payment of \$833.33 (1/24th) for the first 19 payrolls and the final "balloon" payment of \$4,166.73(5/24th) on June 30, 2025.*

_____ I elect Plan #2 for the 24/25 school year.

- Salaried payments issued either as cashable check or as direct deposit.
- First payment for new employees will be a cashable check and distributed at the Administration Building.
- District employees with cashable checks will receive paychecks via the postal service.
- We encourage those with Direct Deposit to view their paystub on WinCapWeb @ www.wincapweb.com
- Please take time to view your information for accuracy. Verify your salary and deductions for accuracy in order to avoid any mid or late year adjustments.
- Contact Christina Mark at christina.mark@dcboces.org if you currently do not have WinCapWeb access or have trouble with your login.