

Brunswick School Department
46 Federal Street
Brunswick, Maine 04011
319-1900

TO: Brunswick School Department Teachers
FROM: Paul Perzanoski, Superintendent of Schools
RE: LUMP SUM PAYMENT
DATE: 03/24/2015

Please indicate below and notify this office by April 10th whether you wish to receive your paychecks throughout the summer in regular bi-weekly payments or in one lump sum at the close of the school year. If the form is not received by this office by April 10th, payroll will be processed bi-weekly.

Please note that any teacher who has selected a lump sum salary payment for the summer is not eligible for prepayment of expenses for courses taken June through August of that summer.

We will attempt to honor all requests for lump sum payments at the close of the school year or only if necessary, the first payroll in July.

Summer checks and direct deposit earnings statements will be mailed to teachers who supply this office with five self-addressed stamped envelopes.

REGULAR BI-WEEKLY PAYMENTS (make selection below)

_____ send check or advice slip to the school

_____ send advice slip by email

_____ hold check or advice slip for pick up at Superintendent's Office

_____ mail check or advice slip to address on the check--5 self-addressed stamped envelopes enclosed

ONE LUMP SUM PAYMENT

_____ send check or advice slip to the school

_____ send advice slip by email

_____ hold check or advice slip for pick up at Superintendent's Office

_____ mail check or advice slip to address on the check - 1 self-addressed stamped envelope enclosed

SIGNATURE _____ SCHOOL _____

NAME PRINTED _____

Superintendent's Office: Date Received _____