

# Jacksonville State University

## Office of Human Resources

### Salary Escrow Election

(Must be elected in the month of August.)

I hereby elect to have my 9-month's salary paid to me in 12 payments. I understand that I may not request the escrow balance be paid off during the school year unless I leave the employment of the University. I also understand that if the escrow is paid off in a lump sum, it may put me in a higher tax bracket and the amount withheld may be in excess of taxes that would be paid if left in escrow and paid in the normal manner.

Date: \_\_\_\_\_ Print Your Name \_\_\_\_\_

Signature \_\_\_\_\_

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### Salary Escrow Termination

(Must be terminated in the month of August.)

I hereby elect to cease having my 9-month's salary paid to me in 12 payments. Beginning with my September earnings, I request to receive my 9-month's pay in 9 equal payments.

Date: \_\_\_\_\_ Print Your Name \_\_\_\_\_

Signature \_\_\_\_\_