

OTHER PAYROLL DOCUMENTS

Chapter 7 Other Payroll Documents

W-2 Form

The W-2 Wage and Tax Statement form is furnished to each employee that had any earnings during the calendar year. The W-2 form is distributed, in the latter part of January, to the current work location of all active employees (except substitutes). For substitutes, terminated and on-leave employees, the W-2 form is sent to the home address currently on file in the computer at the time of distribution.

W-2c Form

This form is used whenever there is a need to correct information on a previously filed W-2 form. The distribution of the W-2c form is the same as the W-2.

W-4 Form

The Employee's Withholding Allowance Certificate is used so that the employer can withhold the correct amount of federal income tax from the employee's pay check. Forms are available from Operations and Records, and after completion, should be returned to Operations and Records.

W-5 Form

The Earned Income Credit Advance Payment Certificate is a special tax credit available to employees earning less than a certain amount in a year. The Earned Income Credit amount and eligibility rules may change every year. Forms are available from Operations and Records, and after completion, should be returned to Operations and Records. Employees must reapply for EIC tax credit at the beginning of each calendar year.

Purchase of United States Savings Bonds

All full-time employees are eligible to authorize payroll deductions for up to three (3) bond accounts. Forms are available from the Deduction Control Unit.

Change of Beneficiary on Life Insurance Form

Beneficiaries for School Board provided life insurance can be changed by using this form, which must be notarized before it is accepted/processed. Forms are available from the Deduction Control Unit.

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Payroll Deduction Authorization Form for Direct Deposit

This form authorizes the School Board to automatically deposit the net amount of a pay check into the financial institution specified by the employee. Forms are available from the Deduction Control Unit.

Florida Prepaid College Program Enrollment Form

This form authorizes the School Board to deduct a specific amount from the pay check to be applied to the Florida Prepaid College Program account(s). Forms are available from the Deduction Control Unit.

Agreement for Designation or Change of Beneficiary Accrued Annual (Vacation) and/or Sick Leave

This form designates the beneficiary(ies) who is/are to receive payment of any accrued annual (vacation) and/or sick leave which may be payable upon an employee's death. Forms are available from Operations and Records, and after completion, should be returned to Operations and Records.

Payroll Inquiry Form

If an employee feels that an error has been made on the payroll check (other than the daily rate), or if there is a question relating to the information printed on the check (other than the daily rate), this form can be used to request an answer from the Payroll Department. Blank forms are available on the Payroll web page.

Request for Check Distribution

This form is used to request that the check/advice be sent to a specific location, other than the employee's "prime location". Blank forms are available on the Payroll web page.