DEFERRED PAY PLAN ELECTION FORM

Name ____________________________________________

M# ____________________________________________

Department ____________________________________________

I hereby elect to have my nine/ten month salary paid to me under the Deferred Pay Plan (over 26 pay periods) starting with the commencement of my next nine/ten month work period.

I understand that this plan cannot be revoked by me until the start of my next nine/ten month work period unless I should terminate my employment with MTU. I also understand that the plan I have chosen will continue year to year unless I cancel my election prior to the start of my next nine/ten month work period.

_____________________________    ____________________________
Signature                 Date

Cancellation:

I hereby elect to cancel my Deferred Pay Plan commencing with the beginning of my next nine/ten month work period.

_____________________________    ____________________________
Signature                 Date

Return to Payroll Services prior to the first day of your next nine/ten month work period.
Deferred Pay Plan Guidelines

Internal Revenue Code, Section 409A established special rules allowing teachers (or other taxpayers with similar part-year work periods) to make an election to spread their compensation out for up to 12 months, if their employer is willing to give them that choice.

The regulations of Section 409A require the following:

1. The employee must give written election to the employer that notifies the employer that the employee wants to spread out the compensation.

2. The election must be made before the beginning of the work period (before the first day of the school year for which the employee is paid, which may be before the first day students arrive for class).

3. The election must be irrevocable, so that it can’t be changed after the work period begins.

4. The election must state how the compensation is to be paid if the election is made.