

# Deferred Net Pay Authorization Form

## 11-Month Certificated & Classified

### Authorization For Participation:

By signing this authorization form I am requesting to participate in the SCOE Deferred Net Pay program, also known as DNP. As a DNP Program participant I authorize SCOE to withhold 8 1/3 % of my net pay from August to May or September to June

*I understand that the total amount withheld under the DNP program will be included in my June 30<sup>th</sup> paycheck. I understand that **all withholdings** must be deducted **over the 11 months** I am employed.*

I am aware that because I am electing to participate in the DNP program, my monthly net pay (take home pay) will be less than my net pay when receiving 11 monthly checks (non-DNP). I understand that once I sign this authorization form, my election to participate in the deferred net pay program is irrevocable for the fiscal year unless I end employment with SCOE. The fiscal year is July 1 to June 30.

I elect to Participate in the Deferred Net Pay Program.      **Certificated**      **Classified**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If you are electing DNP for the first time for next fiscal year this form must be turned in by June 7 2019.**

---

### Cancellation From Participation:

By signing this authorization form I am requesting to CANCEL my participation in the SCOE Deferred Net Pay program, also known as DNP. I understand that once I sign this cancellation form, my election to not to participate in the deferred net pay program is irrevocable for the fiscal year. The fiscal year is July 1 to June 30.

I elect to **CANCEL** my Participation in the Deferred Net Pay Program.  
**Certificated**      **Classified**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Return to SCOE Human Resources Dept., 5340 Skylane Blvd., Santa Rosa, CA 95403. If you are cancelling DNP for the next fiscal year this form must be turned in by June 7, 2019.**

---

**Personnel & Payroll Use only**

Received by Human Resources:

Processed by payroll:

**Notes:**