

# CHITTENDEN SOUTH SUPERVISORY UNION

## Food Service Charging Privileges and Payroll Deduction Election Form

For those employees who wish to have charging privileges in their school district's food service program, this election form must be completed and submitted to the Food Service Director in your school prior to any "on account" charges being made. The Food service Director will see that this form is forwarded to the CSSU Payroll operation. Note that completed election forms must be received by the payroll office at least two weeks prior to any deduction being made.

### Part 1: Voluntary Deduction Information

- **Initiate a new after-tax deduction** - Effective) \_\_\_/\_\_\_/\_\_\_ I authorize the District to make an after-tax deduction equivalent to the total amount out charges to my food services account as of November 30 to be deducted from either my 1<sup>st</sup> or 2<sup>nd</sup> paycheck in December and as of May 31<sup>st</sup> to be deducted from either my 1<sup>st</sup> or 2<sup>nd</sup> paycheck in June. Determination of which check to process deductions shall be at the sole discretion of the Payroll Office.
- In the event I terminate employment, I understand I am responsible for any amount remaining due at the time of my termination. I authorize the Payroll Office to deduct the final amount owed from my final paycheck.

### Part 2: Employee Acknowledgement and Authorization

By signing this election form, I acknowledge and understand the following:

- This election form shall remain in effect until a new election form is completed and submitted to the Food Service Director/Payroll Office.
- I understand that it is the preference of the District that accounts be paid in advance and that this charging "on account" is a payment of last resort.
- I understand that by signing this form I am authorizing CSSU Payroll to make such deductions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_