SUPPLEMENTAL SERVICES PAYMENT TO EMPLOYEES APPLICABLE TO SCHOOL ACTIVITY FUNDS

All payments to employees for supplemental services paid from SCHOOL ACTIVITY ACCOUNT FUNDS MUST BE AUTHORIZED BY THE PRINCIPAL. Must be in addition to duties performed by the employee as part of their usual job duties (including supplemental duties), and must be performed outside regular school and/or scheduled working hours. It is noted that these payments are **additional taxable compensation** to the employee and are payable only through the Montgomery County Public Schools Payroll Department after a supplemental appropriation has been made to the School Division. These payments are included in the employee's annual gross income as reported on the employee's W2 form.

- A separate form is required for each individual to be paid. Separate payments require separate forms.
- A check from the appropriate School Activity Account must accompany the form.
- Multiple forms may be submitted from the same check. All forms must total the amount of the check submitted.
- Checks are to be made payable to: Montgomery County Public Schools
- These forms **SHALL NOT** be used for reimbursements, travel, supplies, etc.

EMPLOYEE NAME: _____ DATE: _____
Last First MI.

EMPLOYEE NUMBER OR LAST 4 OF SSN#: _____ SCHOOL: _____

AMOUNT TO BE PAID: _____ FICA&MEDICARE: _____ TOTAL:_____

[Amount X (FICA&Medicare) 0.0765 = Total]

SERVICE(S) PERFORMED: _____

DATE(S) AND TIME OF DAY SERVICE PERFORMED:

_____

_____

Certification: The duties described above were performed as assigned and completed in a satisfactory manner.

Approval: (individual overseeing work) : _____ Date: _____

Principal's Approval: _____ Date: _____

IT IS NOTED THAT THE PRINCIAPL'S APPROVAL IS REQUIRED PRIOR TO PROCESSING THIS FORM.

FOR PAYROLL DEPARTMENT USE: