

New Teacher Salary Advance Form**SALARY ADVANCE AGREEMENT**

Teachers, new to the school division and under a ten-month contract, may elect to receive \$1,200.00 of their first year contracted salary advanced to them on the last business day of August. Applicable taxes will be deducted and a net check will be direct deposited to the employee.

Advance Payment: August \$1,200.00

Repayment Schedule: \$100.00 per month – September through August

If you wish to participate in this optional advance compensation agreement, ***available for this year only***, complete the section below, sign, and date the form and return to Budget and Finance no later than **August 15th** with a completed VA-4, W-4 and Direct Deposit Form.

Return to Budget and Finance

Name: _____

SSN: _____

School/Location: _____

I understand that participation in this agreement will result in a \$100.00 reduction in my September through August paychecks. If I terminate my services with Gloucester County Public Schools, the balance of the \$1,200.00 advance will be deducted from my final check. If for any reason, there is no pay due me, I will immediately repay the unpaid balance.

Signed: _____

Date: _____

ADOPTED: March 14, 2017

CROSS REFERENCES:

DL	Payroll Procedures
DLB	Salary Deductions
GCB	Professional Staff Contracts
GCBA-R	New Teacher Salary Advance
GCBA	Staff Salary Schedules
GCPB	Resignation of Staff Members