

REQUEST FOR SUPPLEMENTAL PAY FOR EXTRA DUTY POSITIONS

TO: Treasurer's Office  
Waverly City School District

FROM: \_\_\_\_\_

<u>Extra Duty Position(s)</u>	<u>Date Completed</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**\*\*PLEASE NOTE THAT WITHHOLDING FOR FEDERAL AND/OR STATE TAXES COULD BE AT A HIGHER RATE WITH THIS ADDITIONAL LUMP SUM PAYMENT**

If you wish to NOT have federal and/or state taxes withheld from this additional lump sum payment, you must sign the appropriate area on the attached form. If you wish to ADJUST the withholding for federal and/or state taxes on this additional lump sum payment, you must fill out and sign the appropriate area on the attached form. If you do not make any selection on the attached form, it will be assumed that you want your federal an/or state taxes withheld at the higher rate on this additional lump sum payment.

If you have any questions regarding your tax withholding, please contact Nancy Voorhes.

\*\*\*\*\*

**TO BE COMPLETED BY PRINCIPAL/ATHLETIC DIRECTOR:**

This is to verify that the above named person has completed the extra duty contract for the

\_\_\_\_\_  
position(s) for the \_\_\_\_\_ school year. I further verify that any uniforms, supplies, equipment, etc. have been properly accounted for.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Athletic Director

\_\_\_\_\_ Approved for Payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Assistant Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer