

REQUEST FOR SUPPLEMENTAL PAY FOR EXTRA DUTY POSITIONS

To: Treasurer's Office
Waverly City Schools

From: _____

Extra Duty Position	Date Completed	Amount

Employee Signature: _____ Date: _____

Please note.... According to the new IRS guidelines and the updated W42020 form, taxes will be withheld at current rate set forth by employee's current W4 on file. To change or adjust withholding amounts, a new W4 and state form would need to be filled out before payroll due date and another form to change withholdings back would need to be filled out before next payroll due date. If you have any questions regarding your tax withholding, please contact the treasurer's office.

To be completed by Principal/Athletic Director:

This is to verify that the above named person has completed the extra duty contract for the _____ school year. I further verify that any uniforms, supplies/equipment have been properly account for.

Principal/Athletic Director: _____ Date: _____

_____ Approved for Payment

Superintendent/Assistant Superintendent: _____ Date: _____

Treasurer: _____ Date: _____