

*ST. HELENA UNIFIED SCHOOL DISTRICT  
Finance Department  
465 Main Street  
St. Helena, CA 94574*

**Deferred Net Pay Authorization Form**

Deferred Net Pay plan, known as DNP is available to all 11 month certificated and classified employees who elect to receive 12 payments.

Under DNP, an 11 month employee's annual salary is divided into 11 equal monthly amounts, August through June. The **net pay** for eleven months (August - June) will have money withheld and put into a holding account. There will be a deduction called "DNP" in the deductions area of your pay warrant. In July, the total amount in the holding account will be paid out at the end of July.

**PLEASE CHECK ONE OF THE FOLLOWING:**

I would like to participate in the DNP program and receive 12 paychecks. I understand that any tax-deferred voluntary deductions (i.e.: TSA, employee paid medical benefits, etc.) will be deducted on an August - May schedule only.

I do not wish to participate in the DNP program. I would like to receive 11 equal monthly checks August through June. I understand that any tax-deferred voluntary deductions (i.e.: TSA, employee paid medical benefits, etc.) will be deducted on an August - May schedule only.

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Print Name

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Signature

**PLEASE RETURN COMPLETED FORM TO THE DISTRICT OFFICE.**