


MEMORANDUM

TO: ALL DISTRICT EMPLOYEES

FROM: Sylvia Fassler-Wallach 

DATE: October 28, 2015

RE: 2015-2016 Stipend Payments

To enable you to receive separate payments for stipends, the Business Office has created the following three additional pay periods for the 2015-2016 school year:

<u>Submission Deadline</u>	<u>Stipend Pay Date</u>
11/25/15	12/10/15
2/18/16	3/3/16
5/26/16	6/9/16

Taxes will be withheld on stipends at the following prescribed rates:

Federal	25%
State	9.7%

Should you have any questions, please contact Jacqueline Gibbs at ext. 3032 or me at ext. 3030. Thank you.