



**Twelve-Month Payment Option Form
Academic Year 2026-2027
(Annual Enrollment)**

*Deadline to be received in Payroll Services is Friday, August 21, 2026.

Employee Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Dept/College Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Work Phone Number:	<input type="text"/>	E-mail Address:	<input type="text"/>

By choosing the Twelve-Month Payment Option, I understand that I will have the amounts specified below deducted from the net pay (after deductions and taxes) of each biweekly paycheck that I receive during the fall and spring semesters. **The minimum deduction amount is \$100.00 per pay period.**

The first deduction will be taken on: **September 4, 2026**

The last deduction will be taken on: **May 14, 2027**

I hereby authorize the deductions below from the net pay of my biweekly paychecks I receive during the fall and spring semesters. **Instructions:** Enter the deduction amount in the **Regular Paycheck Period** field and the **Double-Deduction Period** field and press **Enter** on your keyboard.

Regular Paycheck Period:	<input type="text"/>	x 11 =	<input type="text"/>	Total Amount Withheld During Paydates 9/04/26 - 1/22/27
Double-Deduction Period:	<input type="text"/>	x 8 =	<input type="text"/>	Total Amount Withheld During Paydates 2/05/27 - 5/14/27

Note: You must enter a minimum of \$100 for a deduction amount in the deduction fields above.

Total Deferred:

Summer Disbursement Amount: Total Deferred / 6 pay periods

During the summer months, **I will receive six payments on the following paycheck dates:**

1. **May 28, 2027**
2. **June 11, 2027**
3. **June 25, 2027**
4. **July 9, 2027**
5. **July 23, 2027**
6. **August 6, 2027** (Note: This last payment may fluctuate slightly due to rounding.)

I certify that I have read the [Frequently Asked Questions](#) and do understand that if I request my funds earlier than the summer disbursement period, all funds will be refunded and my enrollment will end for coverage period specified on this form. **Each academic year, I must sign a new form to enroll in the Twelve-Month Payment Option Plan and submit it to Payroll Services by the required deadline.**

Note: The employee should use one of the below options to submit the enrollment form to Payroll Services:

1. The employee may electronically sign the form in Docusign and select the SUBMIT icon to automatically submit the form to payroll@fsu.edu.
2. The employee may print and sign the form from the Controller's Office website and submit to Payroll Services via hand-delivery, U.S. mail, or scan and e-mail to payroll@fsu.edu.

Please send any questions related to this benefit program to payroll@fsu.edu.

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
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