

**Rice University**  
**ACADEMIC SALARY PAYMENT OPTION**  
**(For Faculty Members Only)**

**Name** \_\_\_\_\_

**Employee ID #** \_\_\_\_\_ **Department** \_\_\_\_\_

The IRS has issued regulations (409A) which relate to a change in tax law for individuals receiving deferred compensation. This law affects faculty with nine month per year appointments who elect to have their salary spread out over a twelve month period, thus deferring a part of their income from one taxable (calendar) year to the next. The IRS website can provide more information:

<http://www.irs.gov/newsroom/article/0,,id=172883,00.html>

Faculty, by default, have a nine month appointment. Faculty who would like to have their salaries paid over twelve months must make an election by the first day of the month in which they begin work (i.e., faculty who begin teaching in mid-August must make this election no later than August 1).

The IRS requires faculty that do not submit an annual election form by the deadline to have their pay distributed over their nine month appointment.

This election is termed “evergreen” which means it will remain in effect each year unless you notify Human Resources (MS92 or fax ext. 5479) by completing this form prior to the beginning of your work year. This election is *irrevocable* during an appointment year. If you wish to change this election in a future year and be paid over the shorter period of your appointment (i.e., nine months) you must complete this form selecting the nine month option no later than the first of the month during which you begin work (i.e., by August 1<sup>st</sup> if you begin work in August).

I elect the nine (9) month option

I elect the twelve (12) month option

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**