

ROME BOARD OF EDUCATION

JURY DUTY REIMBURSEMENT

Employee: _____

School: _____

Jury Duty: From: _____ To: _____

To comply with current tax laws and still allow employees some discretion in their individual tax situations, the following three options regarding Jury Duty reimbursement checks are provided. **(Select One)**

Employee retains the payment for Jury Duty/Gross Pay

The appropriate daily stipend will be deducted from gross wages. Taxes will be withheld on less wages, resulting in lower FICA, Federal and State taxes being withheld from employee's wages.

Employee retains the payment for Jury Duty/Leave/Vacation

Actual time missed will be charged either to Personal or Vacation Leave. Taxes will be withheld on total wages with no change in the amounts deducted for FICA, Federal and State taxes.

Employee forwards the Jury Duty check to Payroll

No missed time will be charged to the employee. Taxes will be withheld on total wages with no change in the amounts deducted for FICA, Federal and State taxes

Employee's signature: _____

Date: _____

This completed form is to be forwarded to The Payroll Department.