



## Twelve-Month Payment Option Form Academic Year 2025 – 2026

\*Deadline to be received in Human Resources: June 30, 2025.

Email completed-signed/dated form to: [Payroll@ucf.edu](mailto:Payroll@ucf.edu)

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Dept./College Name: \_\_\_\_\_

Work #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

By choosing the Twelve-Month Payment Option, I understand that I will have the amounts specified below deducted from each biweekly paycheck that I receive during the fall 2025 and spring 2026 semesters.

The first deduction will be taken on: September 05, 2025

The last deduction will be taken on: May 15, 2026

During the summer months, I will receive 5 equal payments on these pay dates of all the money saved.

- May 29, 2026
- June 12, 2026
- June 26, 2026
- July 10, 2026
- July 24, 2026

The minimum deduction amount is \$50 per pay period.

I hereby authorize the deductions below from my paychecks for each biweekly payment I receive during the fall 2025 and spring 2026 semesters.

Fall paycheck deduction amount: \$\_\_\_\_\_ (pay dates 09/05/25 – 01/23/26)

Spring paycheck deduction amount: \$\_\_\_\_\_ (pay dates 02/06/26 – 05/15/26)

I certify that I have read the Frequently Asked Questions, and I do understand that this option is irrevocable once open enrollment has ended and during the coverage period of this form.

I understand if I want to enroll in the twelve-month payment option during the next academic year, I must reelect to enroll in the Twelve-Month Payment Option Plan, this option does not roll over annually, I must elect to enroll each academic year if I want to participate.

Please email the completed, signed, and dated form to [payroll@ucf.edu](mailto:payroll@ucf.edu) on or June 30, 2025. Any form emailed/received to payroll AFTER June 30, 2025, will not be accepted as open enrollment would have ended.

For questions email [payroll@ucf.edu](mailto:payroll@ucf.edu).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_