



# SCHOOL BOARD OF POLK COUNTY

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April 24, 2009

## Board Members

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DISTRICT 1

LORI CUNNINGHAM  
DISTRICT 2

HAZEL SELLERS  
DISTRICT 3

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DISTRICT 4

KAY FIELDS  
DISTRICT 5

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DISTRICT 6

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DISTRICT 7

C. WESLEY BRIDGES, II  
General Counsel

## Administration

GAIL F. MCKINZIE, Ph.D.  
Superintendent

## MEMORANDUM

TO: Polk County School Board Employees  
FROM: Risk Management & Insurance Department

Dear Polk County School Board Employee,

Summer is almost here and with it summer payroll cutoffs. Included in these cutoff dates is the deadline for making changes to your Tax Sheltered Annuity deduction. Changes to your Tax Sheltered Annuity deduction for your June or July paycheck must be received by the Risk Management Department no later than 4:00pm June 4, 2009.

If you would like to stop your Tax Sheltered Annuity deduction, please complete the Stop TSA Payroll Deduction form located in the **Forms** section of the Risk Management page of the PCSB website at:

<http://www.polk-fl.net/staff/employeeinfo/riskmanagement/default.htm>

Please meet with your agent to make any other changes to your payroll deduction for your Tax Sheltered Annuity. Contact information for authorized agents can also be found by following the above weblink. You will find the Payroll Deduction Authorized Annuity Companies list in the Tax Sheltered Annuities section of the Risk Management webpage.

If you have any questions, please contact Jennifer Hooper in the Risk Management Department at 863-519-8458 ext. 2224 or by email at [jennifer.hooper@polk-fl.net](mailto:jennifer.hooper@polk-fl.net).

Thank you