



Hadley-Luzerne Central School
 SMTMS
 27 Hyland Drive
 PO BOX 200
 Lake Luzerne, NY 12846

Phone (518) 696-2378 x 108

Fax (518) 696-5884

Paul C. Berry

Superintendent of Schools

New Year Substitute Checklist

Dear Substitute,

Welcome back to Hadley-Luzerne Central School. I want to make sure that we have all your current information. Please take the time to go through this packet thoroughly and return it to the building secretary. Attached you will find the following forms, W4, IT-2104 & tax shelter annuity waiver. The tax shelter annuity waiver is a 403(b) plan that is comparable to the 401k in the private sector. We can provide you with more information about this if you would like. Please fill in your name and current phone number below where indicated and answer the questions provided.

Name: _____

Phone: _____

Email: _____

Did you have direct deposit last time you worked here? YES or NO
 If so, is that information still accurate? YES or NO

Have I become a member of the ERS/TRS since I worked last? YES or NO
 If YES please fill in information below

EMPLOYID# _____ Date of Membership _____ Tier _____

If you answered NO to the above questions, would you like to do either?

If you want to start having direct deposit, please fill out information requested below and sign bottom of page.

Bank Name: _____ Routing #: _____

Account #: _____ Circle one: Checking Savings

Net Pay: YES NO

Authorize above change: _____ Date: _____

This documentation should be forwarded to Regina York, at the SMTMS, PO Box 200, Lake Luzerne, NY 12846 (696-2378 Ext. 108 or fax 696-5884). If you have specific questions regarding payroll, retirement or insurance please contact Cindy Woodcock at 518-696-2378 Ext. 136. She is also located in the SMT Middle School Business Office.

Thank you.
 HLCS

Form W-4 (2013)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<u> </u>
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>
<p>For accuracy, complete all worksheets that apply. {</p> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 			

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<p>Form W-4 Department of the Treasury Internal Revenue Service</p>	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	<p>OMB No. 1545-0074 2013</p>
<p>1 Your first name and middle initial Last name</p>		<p>2 Your social security number</p>
<p>Home address (number and street or rural route)</p>		<p>3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</p>
<p>City or town, state, and ZIP code</p>		<p>4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/></p>
<p>5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</p>		<p>5 <u> </u></p>
<p>6 Additional amount, if any, you want withheld from each paycheck</p>		<p>6 \$ <u> </u></p>
<p>7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7 <u> </u></p>		
<p>Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.</p>		
<p>Employee's signature (This form is not valid unless you sign it.) ▶</p>		<p>Date ▶</p>
<p>8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)</p>		<p>9 Office code (optional)</p>
		<p>10 Employer identification number (EIN)</p>



Employee's Withholding Allowance Certificate

IT-2104

New York State • New York City • Yonkers

First name and middle initial		Last name		Your social security number	
Permanent home address (number and street or rural route)			Apartment number		Single or Head of household <input type="checkbox"/> Married <input type="checkbox"/>
City, village, or post office			State	ZIP code	Married, but withhold at higher single rate <input type="checkbox"/> Note: If married but legally separated, mark an X in the Single or Head of household box.
Are you a resident of New York City? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you a resident of Yonkers? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Complete the worksheet on page 3 before making any entries.					
1 Total number of allowances you are claiming for New York State and Yonkers, if applicable (from line 17)				1	
2 Total number of allowances for New York City (from line 28)				2	
Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.					
3 New York State amount				3	
4 New York City amount				4	
5 Yonkers amount				5	

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Employee's signature	Date
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Penalty – A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Employee: detach this page and give it to your employer; keep a copy for your records.

Employers only: Mark an X in box A and/or box B to indicate why you are sending a copy of this form to New York State (see instr.):

A Employee claimed more than 14 exemption allowances for NYS A

B Employee is a new hire or a rehire ... B First date employee performed services for pay (mm-dd-yyyy) (see instr.):

Are dependent health insurance benefits available for this employee? Yes No

If Yes, enter the date the employee qualifies (mm-dd-yyyy):

Employer's name and address (Employer: complete this section only if you are sending a copy of this form to the NYS Tax Department.)	Employer identification number
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Instructions

Changes effective for 2013

Form IT-2104 has been revised for tax year 2013. The worksheet on page 3 used to compute your withholding allowances and the charts beginning on page 4 used to enter an additional dollar amount of withholding have been revised. If you previously filed a Form IT-2104 and used the worksheet or charts, you should complete a new 2013 Form IT-2104 and give it to your employer.

Who should file this form

This certificate, Form IT-2104, is completed by an employee and given to the employer to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed, the lower the amount of tax withheld.

If you do not file Form IT-2104, your employer may use the same number of allowances you claimed on federal Form W-4. Due to differences in tax law, this may result in the wrong amount of tax withheld for New York State, New York City, and Yonkers. Complete Form IT-2104 each year and file it with your employer if the number of allowances you may claim

is different from federal Form W-4 or has changed. Common reasons for completing a new Form IT-2104 each year include the following:

- You started a new job.
- You are no longer a dependent.
- Your individual circumstances may have changed (for example, you were married or have an additional child).
- You itemize your deductions on your personal income tax return.
- You claim allowances for New York State credits.
- You owed tax or received a large refund when you filed your personal income tax return for the past year.
- Your wages have increased and you expect to earn \$102,900 or more during the tax year.
- The total income of you and your spouse has increased to \$102,900 or more for the tax year.
- You have significantly more or less income from other sources or from another job.
- You no longer qualify for exemption from withholding.
- You have been advised by the Internal Revenue Service that you are entitled to fewer allowances than claimed on your original federal Form W-4, and the disallowed allowances were claimed on your original Form IT-2104.



HADLEY - LUZERNE CENTRAL SCHOOL

PQ BOX 200

LAKE LUZERNE, NEW YORK 12846-0200

PHONE (518) 696-2378 Ext. 108

Fax (518) 696-5884

PAUL C. BERRY

email berry@hlcs.org

SUPERINTENDENT OF SCHOOLS

TAX SHELTER ANNUITY WAIVER

2013-2014 SCHOOL YEAR

I hereby acknowledge that I have been informed by the Hadley-Luzerne Central School, my employer, that I am eligible to participate in the 403B program offered by this District.

If I chose to participate in the 403B plan, I also understand that an application must be completed and filed with the payroll office. It will become effective upon verification by the OMNI Group, the school's representative. I will be required to contribute the amount listed on the application.

Please refer to the website omni403b.com for a listing of the 403B participating companies.

I also understand if I do not elect to join at this time, I may do so at a later date by notifying the Hadley-Luzerne Payroll Office.

_____ Yes, I do wish to participate in the 403B TSA plan.

_____ No, I do not wish to participate in the 403B TSA plan at this time.

Signature

**HADLEY-LUZERNE CENTRAL SCHOOL
2013-2014 ACADEMIC CALENDAR**

JULY 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2014						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


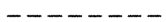



NOVEMBER 2013						
S	M	T	W	T	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26*	27	28
29	30					


July 4	Independence Day
September 2	Labor Day
September 3	Superintendent's Conf. Day
September 4	Superintendent's Conf. Day
September 5	Classes Begin
October 11	1/2 Day of School
October 14	Columbus Day
November 1*	Emergency Release Day*
November 8	Superintendent's Conf. Day
November 11	Veterans' Day Observance
November 25-26	1/2 Day of School K-8
November 27-29	Thanksgiving Recess
December 23	Holiday Recess Begins
January 6	Classes Resume
January 20	Martin Luther King Day
January 27-30	Regents Testing Week
February 17-21	Mid-Winter Recess
February 26	1/2 Day of School K-8
March 13	1/2 Day of School PD Day
April 14-21	Spring Recess
May 26	Memorial Day
June 3-4	Regents Testing (CCSS)
June 17-26	Regents Testing
June 23-26	1/2 Day of School K-8
June 26*	Last Day of School*
June 27	Class of 2014 Graduation

-  Classes Not in Session
-  Regents Testing Days
-  Supt. Conference Day
-  1/2 Day of School K-12
-  1/2 Day of School K-8
(P/T Conferences Nov. and Feb.)

September	18
October	22
November	16
December	15
January	19
February	15
March	21
April	16
May	21
June	19
Total Number of Pupil Days	182
Supt. Conference Day:	3
TOTAL DAYS	185

HLCS

Paul Berry
Superintendent



Adopted: March 18, 2013
Revised: July 9, 2013

HADLEY-LUZERNE CENTRAL SCHOOL

2013-2014 PAYROLL SCHEDULE

			Pay Period		12 Month Salary Payroll #	10 Month Employees Payroll #	Teachers Payroll #
2013	Pay Dates		From	To			
JULY	12		6/17	6/30	1		
	26		7/1	7/14	2		
AUGUST	9		7/15	7/28	3		
	23		7/29	8/11	4		
SEPTEMBER	6		8/12	8/25	5	1	1
	20		8/26	9/8	6	2	2
OCTOBER	4		9/9	9/22	7	3	3
	18		9/23	10/6	8	4	4
NOVEMBER	1		10/7	10/20	9	5	5
	15		10/21	11/3	10	6	6
	27		11/4	11/17	11	7	7
DECEMBER	13		11/18	12/1	12	8	8
	27		12/2	12/15	13	9	9
2014							
JANUARY	10		12/16	12/29	14	10	10
	24		12/30	1/12	15	11	11
FEBRUARY	7		1/13	1/26	16	12	12
	21		1/27	2/9	17	13	13
MARCH	7		2/10	2/23	18	14	14
	21		2/24	3/9	19	15	15
APRIL	4		3/10	3/23	20	16	16
	17		3/24	4/6	21	17	17
MAY	2		4/7	4/20	22	18	18
	16		4/21	5/4	23	19	19
	30		5/5	5/18	24	20	20
JUNE	13		5/19	6/1	25	21	21**
	27		6/2	6/15	26	22	1
JULY	11		6/16	6/29	1	1	2
	25		6/30	7/13	2		

**** All checks will be distributed on Thursdays.

** The June 13th payroll for teachers will include (4) summer checks