



SALMON RIVER CENTRAL SCHOOL DISTRICT
FORT COVINGTON, NEW YORK 12937

CLAIM FORM – CLERICAL SUBSTITUTE

This is to certify that I, _____,
with last 4 digits of SS# _____, have worked as a Clerical Substitute as follows:

Date:	Name of person substituted for:	Building:	Start Time:	End Time:

Signed: _____ Date: _____

Approved By: _____ Date: _____

Program Administrator

INSTRUCTIONS: If you wish to make changes to your federal or state exemptions, you need to complete a new W-4 & IT-2104 (Employee’s Withholding Allowance Certificate). These forms are available in the Salmon River Business Office and at www.srk12.org

PAYROLL CLAIM FORMS MUST BE RECEIVED BY THE BUSINESS OFFICE IN ACCORDANCE WITH THE DISTRICT PAY SCHEDULE

Forward completed form(s) to:

Salmon River Central School District – Business Office
637 County Route 1
Fort Covington, New York 12937

FOR OFFICE USE ONLY

TOTAL HOURS _____ X RATE / HOUR \$ _____ = \$ _____

BUDGET CODE: Clerical AA 2020169100000 AB 2020169100000

Other _____

AUTHORIZED: _____