

POLICY

**PATERSON
BOARD OF EDUCATION**

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Administrative Fees

6180 ADMINISTRATIVE FEES

The Board of Education encourages the establishment of administrative fees for goods or services that are provided by the district to its students, employees and/or community that requires employees of the district to repeat services or goods that have already been provided. Except as otherwise provided by law or regulation, the fees assessed for the duplication, reproduction or the repeating of goods or services of district employees will be collected prior to the student, employee or the community receiving such goods or services.

Duplicate W-2 Statements

The district is responsible for reporting to Federal and State agencies all employee taxable wages and the associated taxes paid. At the end of each calendar year, the district distributes a W-2 Statement to each employee. The information on the W-2 Statement is used by employees to file their Federal and State income tax returns. The first print of the W-2 Statement each year shall be provided to each employee at no charge. A nominal administrative fee of \$10 per copy shall apply for each additional reprint supplied to an employee after the first has been distributed.

Duplicate Pay-Stub

The district is responsible for providing employees with a copy of their payroll stub with each check every pay period. A nominal administrative fee of \$10 per copy will apply to each employee for subsequent reprints of the paystub and reprints of prior year statements.



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Identification (ID) Card Replacement

The district is responsible for providing employees with district Identification Cards, hence, employees are responsible for safeguarding their ID card. Excluding wear and tear, a nominal administrative fee of \$5 per card shall apply to the replacement of each ID card.

Stop Payment(s)

A nominal administrative fee of \$25 per check shall be applied to each to cover the paperwork involved in reissuing check(s) and the processing of stop payment requests.

Adopted: 20 October 2010

