EMPLOYEE MEAL PLAN AUTHORIZATION FOR PAYROLL DEDUCTION – PLAN OPTION #1

Meal Plan#1 Details: Cost $108.25 (tax Included) = $100 in declining balance made up of Bonus Bucks

Employee Name:______________________________________________

(please print)

University ID:__________________________________________

Department:___________________________________________ Ext:__________

Payroll Deduct Options: Check ONE

_____ Contract Employee: 2 payments ($54.13 for 2 pay periods/months)

_____ Classified Employee: 2 payments ($54.13 deductions for 2 Pay periods)

I hereby authorize Trinity University to deduct the amount specified above from each payroll check monthly for Contract or bi-weekly for Classified

I understand by signing below that upon resignation or termination from the University, the total remaining balance is due and payable immediately.

_________________________________________  ______________________________

Employee Signature                                      Date

For processing and to assure your meal plan gets properly credited to your ID Card:

Please return this completed Payroll Deduction form to the Tiger Card Office, located in the Storch Memorial 005, or fill out and scan or FAX to x7888

Terms for purchasing Trinity University Employee Meal Plans: Both Declining Balance Bonus Bucks can be purchased anytime of the year (and even more than once a year), although they are only valid throughout the Academic school year between Aug-May.

You should keep in mind that any unused Bonus Bucks balances will transfer from the Fall to the Spring semester but will then be forfeited (aka cleared out of the system) at the end of the Spring semester which is in early May every year.