

The University of Texas at Tyler
AUTHORIZATION TO DEDUCT FOR EMPLOYEE MEAL PLAN
FROM PAYROLL PAYMENT

This payroll deduction form may only be used by Benefits Eligible full-time or part-time faculty/staff employees and adjunct faculty. By signing this deduction form, you agree to pay the full amount of the Faculty/Staff Meal Plan. Amounts deducted are nonrefundable and any balance due should you separate from the university will be deducted from your final payroll payment.

I do hereby authorize the Payroll Office at The University of Texas at Tyler to deduct the total meal plan fee from my paycheck divisible by the indicated number of months as marked below.

Printed Name: _____ EMPLID: _____

Department: _____ Ext: _____

Employee Signature: _____

Faculty/Staff Meal Plan:

Includes: 20 meals in the MET * and \$60 FAST Funds
(includes one Bottomless Cup) * **\$290.04 includes sales tax.**

*Meal Plan and FAST Funds expire after nine months of **non-use** of the Faculty/Staff **P2 Card or Mobile P2 Card**. The Bottomless Cup expires at the end of each semester.

1 Bottomless Cup Only**

Only one Bottomless Cup is issued per semester and expires at the end of the semester. Additional Faculty/Staff Meal Plan plus FAST Funds purchased in the same semester will not include an additional Bottomless Cup. If you choose to reuse your Bottomless Cup from the previous semester, \$10 will be deducted from the before tax total cost for a total of **\$279.22 includes sales tax.

Please indicate your preference of payroll deduction for the

☐ **\$290.04** one (1) Meal Plan

☐ **\$279.22** reusing one (1) Bottomless Cup

To be deducted over the selected monthly payroll payments:

- Payroll Deduction: One Month _____ Two Months _____ Three Months _____
(Note: All months must be in the same Fiscal Year)

If selecting payroll deduction, take this completed form to the **One-Stop and see a Cashier at stations 1, or 2 (STE 230) for processing**. The Cashiers will code your **P2 Card or Mobile P2 Card** for the total amount of the Faculty/Staff Meal Plan plus FAST Funds.

If you prefer to pay for the full amount of the plan (\$290.04 or 279.22 respectively) out of pocket by cash, check, or credit/debit card, this form is not needed. Go to the One Stop and see a Cashier at stations 1 or 2 (STE 230) for processing. The Cashiers will code your **P2 Card or Mobile P2 Card** for the Faculty/Staff Meal Plan plus FAST Funds or Bottomless Cup.

After your **P2 Card or Mobile P2 Card** has been coded for the Plan, you may pick your Bottomless Cup up at the **Swoop n Go** convenience store located in the University Center.

Student Business Services	Date:
Printed Name:	Signature:
Payroll Office	Date:
Printed Name:	Signature:

For questions about this form, please contact Student Business Services or the Payroll Office.