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 are agreeing 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 $221.91 includes sales tax.
$60 FAST Funds*
*Meal Plan and FAST Funds expire after nine months of non-use of the Faculty/Staff ID card (P2 Card).

1 Bottomless Cup**
**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 $211.08 includes sales tax.

Please indicate your preference of payroll deduction for the ___ full amount of the Plan ($221.91) or ___ ($211.08 if reusing the Bottomless Cup) to be deducted over the selected monthly payroll payments:
• Payroll Deduction: One Month ____ Two Months ____ Three Months ____

If selecting payroll deduction, take this completed form to the One-Stop Services Center - Cashiers stations 1, 2, or 3 (STE 230) for processing. The Cashiers will code your 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 ($221.91) out of pocket by cash, check, or credit/debit card this form is not needed. Go to the Enrollment Services Center Cashiers stations, 1, 2, or 3 (ADM 230) for processing. The Cashiers will code your P2 Card for the Faculty/Staff Meal Plan plus FAST Funds.

After your 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.

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For questions about this form, please contact the Payroll Office at: Payroll@uttyler.edu
Payroll Office Form vs. 08/2020