

FACULTY/STAFF MEAL PLAN ENROLLMENT FORM

Method of payment: Pay in full Authorize Payroll Deductions

Semester: Fall 2019 Spring 2020

I hereby authorize Florida Polytechnic University, to deduct from my wages, the cost of my meal plan. Charges for the meal plan will be deducted from consecutive pay periods based on selection below. This authorization is subject to the following conditions:

- The cost of the below selected meal plan will be deducted on an after-tax basis.
- I understand that, State law prohibits refunds for any unused portion of the meal plan cost.
- I understand that my payroll deductions will remain in effect automatically until I file a **Cancellation Election** to cancel my payroll deduction election. Such **Cancellation Election** must be received at least ten business days prior to the beginning of a payroll period in order for the cancellation of my payroll deduction authorization to be effective for that payroll period.
Any remaining balance owed on the meal plan will be due at the time of cancellation.
- **I understand that if I leave the University, the remaining balance owed will be deducted from my final paycheck.**

By signing below, the named employee agrees:

Payroll Office will deduct the below listed amounts over the specified number of payroll periods below. The first deduction will begin the first pay period after completed form is received. **Please Note:**

- **Block Meals:** Each block meal is an entry into the Wellness Dining Center. These swipes cannot be shared and may only be used by the named cardholder.
- **Block plans expire and are only valid for the semester in which they are purchased.**
- **Phoenix Funds:** Phoenix Funds are tax-free dollar for dollar value tender loaded onto your Florida Polytechnic University ID card. These funds may be used to purchase items for the named cardholder, as well their guests.
- **Any unused Phoenix Funds on faculty/staff accounts will roll over from Fall semester to the Spring semester. In addition, any unused Phoenix Funds at the end of the academic year will roll over to the Fall semester of the following academic year.**

MEAL PLAN SELECTION/DEDUCTIONS (Check One):

| <u>Meal Plan Options</u> | <u>Price per Semester</u> | |
|--------------------------------------|---------------------------|--|
| | <u>Pay in Full</u> | <u>Payroll Deductions</u> |
| 25 Block Plan + \$100 Phoenix Funds | \$355 or | (8) Consecutive deductions of \$44.38 |
| 50 Block Plan + \$100 Phoenix Funds | \$582 or | (8) Consecutive deductions of \$72.75 |
| 125 Block Plan + \$250 Phoenix Funds | \$1395 or | (8) Consecutive deductions of \$174.38 |
| \$650 Phoenix Funds | \$610 or | (8) Consecutive deductions of \$76.25 |
| \$450 Phoenix Funds | \$410 or | (8) Consecutive deductions of \$51.25 |

Employee Print Name _____ FPUID# _____

Employee Signature _____ Date _____

Received by - Print Name _____ Date & Time _____