

**PAYROLL DEDUCTION AUTHORIZATION**  
**SHAWNEE STATE DINING SERVICES**  
**MEAL VALUE PLAN**

***For Academic Year 2009/2010 – Spring Semester 2010***

I authorize Shawnee State University to payroll deduct the *Meal Value Plan* selected below.

I understand that by signing this authorization form I am obligated to pay the entire *Meal Value Plan* amount even if I do not use all the meals purchased. I also understand that if I terminate employment with Shawnee State University for any reason prior to paying the entire amount due, the remaining balance due will be deducted from my final paycheck.

This is a NON-REFUNDABLE purchase and may not be cancelled once the *Meal Value Plan* has been used.

<i>Employee Name (Print)</i>	<i>Employee ID Number</i>
<i>Department</i>	<i>Work phone extension</i>
<i>Employee Signature</i>	<i>Date</i>

**Check the *Meal Value Plan* you would like to purchase below:**

- 50 *Meal Value Plan*\* @ \$257.97 or \$28.66 per pay from January – May (9 pays)
- 20 *Meal Value Plan*\* @ \$105.19 or \$11.69 per pay from January – May (9 pays)
- 10 *Meal Value Plan*\* @ \$56.78 or \$6.31 per pay from January – May (9 pays)

You must complete, sign and return this payroll deduction authorization form to Human Resources prior to using the selected *Meal Value Plan*. Return completed form, in person with a valid ID (we are required to confirm your identity!), to Human Resources – located in the Administration Building, Room 016.

- **Meal Plan begins Jan 3, 2010** so the sooner you return this Payroll Deduction Authorization, the sooner you can begin using your meal plan.
- **Deadline** to sign up for payroll deduction for **Spring Semester is January 15, 2010.**
- **Payroll deductions start** on the **Jan 29, 2009** payroll.

If you use all your meals, you can easily purchase another plan anytime by visiting the Dining Services office. Purchases of additional *Meal Value Plans* during the semester (outside of the open enrollment period) must be fully paid for with cash or credit card.