

**PAYROLL DEDUCTION  
CAFETERIA MEAL PLAN**



EMPLOYEE NAME		DATE of FORM	
Payroll Ref #	A#	DATE EFFECTIVE	
POSITION TITLE		DEPARTMENT	

**DEDUCTION DESCRIPTION**

X	PAYROLL DEDUCTION DATE	PAYROLL DEADLINE	MEAL MAXIMUM PER EFFECTIVE TERM	EFFECTIVE TERM	AMOUNT
	15 <sup>TH</sup> of the Month	3 <sup>rd</sup> of the Month	20	16 <sup>th</sup> – 15 <sup>th</sup> of the following month	\$125-
	End of the Month	10 <sup>th</sup> of the Month	20	1 <sup>st</sup> – 31 <sup>st</sup> of the following month	\$125-

**TERMS**

DEDUCTIONS CAN BEGIN AS EARLY AS THE NEXT AVAILABLE PAYROLL CYCLE WHEN AUTHORIZATION FORMS ARE RECEIVED ON OR BEFORE THE PAYROLL DEADLINE DATE LISTED ABOVE. MEAL PLANS ARE EFFECTIVE DURING THE EFFECTIVE TERM FOLLOWING THE INDIVIDUAL'S PAYROLL DEDUCTION. PLANS INCLUDE THE TRADITIONAL "MEAL DEAL" OPTION (MAIN + SIDE DISHES, DRINK, & CHOICE OF SOUP, SALAD OR DESSERT). INDIVIDUAL MAY UTILIZE THEIR MEAL PLANS DURING ANY MEAL PERIOD (BREAKFAST, LUNCH & DINNER) TO THE MAXIMUM ALLOTTED MEALS PER EFFECTIVE TERM. MEALS ARE NOT TRANSFERABLE BETWEEN EFFECTIVE TERMS NOR BETWEEN OTHER INDIVIDUALS. INDIVIDUAL MAY CANCEL AT ANY TIME VIA WRITTEN NOTICE AUTHORIZING THE CANCELLATION. CANCELLATIONS RECEIVED AFTER THE PAYROLL DEADLINE MAY NOT TAKE EFFECT UNTIL THE FOLLOWING PAYROLL CYCLE.

**AUTHORIZATION**

I UNDERSTAND THAT THIS FORM AUTHORIZES THE REDUCTION OF GROSS PAY BY THE AMOUNT OF DEDUCTIONS INDICATED ABOVE. THIS DOCUMENT AUTHORIZES THE CONTINUATION OF DEDUCTIONS UNTIL WRITTEN CANCELLATION IS RECEIVED BY THE PAYROLL DEPARTMENT.

EMPLOYEE SIGNATURE		DATE	
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**OFFICE USE ONLY**

PAYROLL REPRESENTATIVE		DATE	
DATE OF INITIAL PAYROLL DEDUCTION		VOL DED #	1608