



Payroll deduction is currently only available for full-time faculty and staff of WKU. Meals will not be activated until employment status can be verified. ID cards must be presented when using your meal plan.

**Please return completed form to DSU Room 2096 or email to [wkudining@wku.edu](mailto:wkudining@wku.edu), Attn: Nena Shomler before the deadline.**

Section 1. Customer Information

\_\_\_\_\_  
Name:

\_\_\_\_\_  
WKU ID #

\_\_\_\_\_  
Permanent Mailing Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Office Phone #

Section 2. Payroll Deduction Eligible Meal Plans

115 Meals - \$681- 4 months  
 50 Meals - \$306 - 2 months

Section 3. Pay Frequency (how often you get paid)

Biweekly - 26 pay periods/year  
 Semi Monthly - 15th and 30th of each month  
 Monthly - 12 pay periods

**(Please check your meal plan option)**

Meal Plan	50 Meals		# of payments		115 meals		# of payments	
	\$		<input type="checkbox"/>		\$	<input type="checkbox"/>		
Biweekly/Semi Monthly	\$	76.50	<input type="checkbox"/>	4	\$	85.12	<input type="checkbox"/>	8
Monthly	\$	153.00	<input type="checkbox"/>	2	\$	170.25	<input type="checkbox"/>	4

Section 4. Payroll Deduction Agreement - **sign up now - August 28th!**

I hereby authorize the foregoing payroll deduction for the purchase of a WKU Faculty/Staff Meal Plan.

This authorization is to remain in effect until:

- 1) I have paid the meal plan in full **OR** 2) I terminate employment with WKU

I understand the following:

- 1) Payroll deductions for my meal plan will go into effect in September 2017.
- 2) If employment is terminated prior to full payment of the meal plan, any refund will be prorated in accordance with the number of meals that have already been used.
- 3) Upon leaving the university, meals will no longer be available on my ID unless other arrangements have been made.
- 4) **Meals will be loaded onto your ID Card on September 5th, 2017.**

The information supplied above is accurate. I am a full time faculty or staff member. I agree to abide by the rules and regulations governing Meal Plans by Western Kentucky University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date