



Payroll Deduction Form

Payroll deduction is 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 via email to wkurg@wku.edu, by Wednesday, August 23, 2023.

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 - \$862 - 4 months
☐ 50 Meals - \$389 - 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
Payments				
Biweekly/Semi Monthly	\$ 97.25	<input type="checkbox"/> 4	\$ 107.75	<input type="checkbox"/> 8
Monthly	\$ 194.50	<input type="checkbox"/> 2	\$ 215.50	<input type="checkbox"/> 4

Section 4. Payroll Deduction Agreement - **sign up now - August 23, 2023.**

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 2023.
- 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 by August 29, 2023.**

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