



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 via email to [wkurg@wku.edu](mailto:wkurg@wku.edu), by Friday, January 28, 2022.**

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 - \$793 - 4 months  
 50 Meals - \$357 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
<b>Payments</b>				
Biweekly/Semi Monthly	\$ 89.25	<input type="checkbox"/> 4	\$ 99.12	<input type="checkbox"/> 8
Monthly	\$ 178.50	<input type="checkbox"/> 2	\$ 198.25	<input type="checkbox"/> 4

Section 4. Payroll Deduction Agreement - **sign up now - January 28, 2021.**

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 February 2022.
- 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 February 1, 2022**

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
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