



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, September 2nd, 2026.**

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 - \$955
- 50 Meals - \$432
- 25 Meals - \$231

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. Payment frequency must match what is checked in section 3.

Meal Plan	115 Meals	# of payments	50 Meals	# of payments	25 Meals	# of payments
Payments						
Biweekly	\$ 159.17	☐ 6	\$ 72.00	☐ 6	\$ 38.50	☐ 6
Semi Monthly	\$ 191.00	☐ 5	\$ 86.40	☐ 5	\$ 46.20	☐ 5
Monthly	\$ 318.33	☐ 3	\$ 144.00	☐ 3	\$ 77.00	☐ 3

Section 4. Payroll Deduction Agreement - **sign up now - September 2, 2026.**

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 2026.
- 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 end of day September 4, 2026.**

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 _____