**MEAL PLAN AUTHORIZATION FOR PAYROLL DEDUCTION**

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| **PAYROLL DEDUCTION INFORMATION (please use this form to request payroll deduction for your meal plan)** |
| * You can elect to have the cost of your meal plan taken out of one paycheck, or split equally over 2, 3, or 4 paychecks.
* All meal plan deductions will begin on the February B paycheck and can continue through your May B paycheck (depending on number of pay periods elected). Deductions are taken on each ‘B’ paycheck.
* Unused FAST Block Meals and Points are non-refundable while employed by UW-Green Bay.
* FAST Block Meals and/or FAST Points will be loaded to your University ID within two business days following purchase.
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| **MEAL PLAN OPTIONS** |
| [ ]  FAST 70 Block Plan – includes 70 meals plus 100 brewed coffee/fountain soda swipes \* – **$440** [ ]  FAST 50 Block Plan – includes 50 meals plus 50 brewed coffee/fountain soda swipes\*– **$320**[ ]  FAST 25 Block Plan – includes 25 meals – **$165*****\*Coffee and fountain soda swipes can be redeemed at all Dining retail locations on campus. The above FAST plans are only good for the 2023-2024 academic year and must be used by June 30, 2024. Chartwells is sponsoring the brewed coffee/fountain soda swipes.*** |
| **EMPLOYEE INFORMATION** |
| Employee Name: |  |

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| **Payroll Deduction Schedule** |
| **Pay Period** | **Paycheck Dates** |
| Feb B | 3/07/2024 |
| Mar B | 4/04/2024 |
| Apr B | 5/02/2024 |
| May B | 5/30/2024 |
| *All deductions will begin on the Feb B pay period* |

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| Empl ID:  |  |
| Department: |  |
| Number of Pay Period Deductions Elected: | [ ]  1 Pay Period[ ]  2 Pay Periods[ ]  3 Pay Periods[ ]  4 Pay Periods |
| **SIGNATURE**  |
| I authorize the University of Wisconsin-Green Bay to withhold the amount indicated for the purchase of staff meal plans from my payroll check(s).  |
|  |  |  |
|  *Signature* |  | *Date* |
| ***Completed forms should be sent to Human Resources by February 9, 2024 for processing.***  |
| **FOR HR USE ONLY** |
| Date Received:  | Deduction Amount:   | Pay Periods:  | Sent to Dining Services:  |