

PAYROLL SERVICES

Monthly Communication Allowance Enrollment

(only available to First Responders or those individuals conducting mission critical University business.)

Name (Last, First, MI)

(UIN)

Cell Phone #

Employee Work Phone

Employee Email Address

Department Account Number

The following allowances are for Communication Service Plans as noted in [WTAMU Communication Allowances Standard Administrative Procedure](#).

Action Requested:

Monthly Communication Plan Allowance Options:

NEW RENEW CHANGE CANCEL

Allowance Requested:

Telephone/PDA Services

- _____ \$30 – Monthly communication service allowance voice only
- _____ \$60 – Monthly communication service allowance voice/data
- _____ \$90 – Monthly communication service allowance voice/data/added features.

Employee Responsibility:

I have read the [WTAMU Communication Allowances Standard Administrative Procedure](#) and I understand the associated Employee Responsibilities. In addition, I understand that these allowances are considered taxable compensation required tax withholdings and are **NOT** my base salary.

Non-Exempt (hourly) employees should not utilize their cell phone or any other telecommunications device for work purposes outside normal work hours and days, unless authorized by their supervisor and compensated for the time performing duties. This likewise means any work outside of their scheduled work hours.

Contact Payroll Services at extension 2082 if you have any questions regarding this guidance.

I certify that I am a First Responder or REQUIRED to conduct mission critical University business.

Employee Signature

Date

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