

## Communication Service Allowance Enrollment

\_\_\_\_\_  
Name (Last, First, MI)

\_\_\_\_\_  
Employee(UIN)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Work Address ( Room #)

\_\_\_\_\_  
E-Mail Address

The following Allowances are for Communication Service Plans as stated in Texas A&M University - Commerce procedures for Communication Allowances

**Communication Service Plan Allowance Options:**     **NEW**     **CHANGE**     **CANCEL**

*(Initials of Department Head required next to option selected)*

\_\_\_\_\_ **\$42** - Monthly communication service allowance based on Plan Access Limits of approximately 250 anytime minutes, nationwide coverage, caller id, call waiting, and voice mail.

\_\_\_\_\_ **\$69** - Monthly communication service allowance based on Plan Access Limits of approximately 450 anytime minutes, nationwide coverage, caller id, call waiting, and voice mail.

\_\_\_\_\_ **\$109** - Monthly communication service allowance based on Plan Access Limits of approximately 1000 anytime minutes, nationwide coverage, caller id, call waiting, and voice mail

\_\_\_\_\_ **\$136** - Monthly communication service allowance based on Plan Access Limits of approximately 2,000 anytime minutes, nationwide coverage, caller id, call waiting, and voice mail.

I have read the Procedure for Communication Allowances, and understand the associated employee responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to required tax withholdings and are **NOT** part of my base salary.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Required Payroll Funding Information**

*(to be completed by department)*

PIN #	Part #	Account #	Support Account No.	Accounting Analysis	Object Class	Pay Code
						38

\_\_\_\_\_  
Department Head Signature- (required)

\_\_\_\_\_  
Date

Texas A&M University - Commerce  
 Privacy Notice: State Law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.