

AUTOMATIC PAYROLL DEDUCTION AUTHORIZATION

FORM FOR PERSONAL USE OF BOARD CELL PHONE

If you have been issued a Board owned cell phone, and you use it for personal calls/use, you are expected to contribute to the ongoing costs. Please use payroll deduction to reimburse the Board for personal costs of your cell phone. Please complete the information below:

Type of Deduction (Please check all that apply)	*Per Pay
<input type="checkbox"/> Text Messaging – Cost is \$1.22 per pay	
<input type="checkbox"/> After 6pm – 8am calling evenings/weekends – Cost is \$2.42 per pay	
<input type="checkbox"/> Extra Data Plan (<i>every user has a standard base of 500 MB per month</i>) <input type="checkbox"/> 1GB - \$4.35 per pay or <input type="checkbox"/> 3GB - \$10.87 per pay	
<input type="checkbox"/> Other - please specify (<i>eg: estimate of personal long distance charges/daytime minutes</i>) _____	
Total Deductions Per Pay	

I hereby authorize SSRSB to deduct the above amounts from my bi-weekly pay.

Or:

I do not use my cell phone for personal use.

Print Name

Employee #

Signature

Date

Please return the original signed form to Brenda Lee-Richard, Finance Department. Any questions may be e-mailed to blee-richard@ssrsb.ca.

**These rates are based on January 2014 rates and are subject to change when updated by the service provider.*