



TO: The Jackson State University Payroll Department

FROM: \_\_\_\_\_ J# \_\_\_\_\_  
 (Please print your name as it appears in the Payroll Department)

PHONE: \_\_\_\_\_ Email \_\_\_\_\_

This is to officially authorize the payroll accountant to deduct a total of \$ \_\_\_\_\_ from my salary for 2023 Fall Faculty and Staff Meal Plan.

2023 Faculty and Staff Meal Plans (Check one)

<input type="checkbox"/>	BLOCK 25	25 MEALS	\$275
<input type="checkbox"/>	BLOCK 50	50 MEALS	\$518
<input type="checkbox"/>	BLOCK 50+	50 MEALS + \$100 TIGERBUCKS	\$682

**PAY PERIOD INSTALLMENT SCHEDULE**

1 <sup>st</sup> Installment _____ , 2023 \$	4 <sup>th</sup> Installment _____ , 2023 \$
2 <sup>nd</sup> Installment _____ , 2023 \$	5 <sup>th</sup> Installment _____ , 2023 \$
3 <sup>rd</sup> Installment _____ , 2023 \$	6 <sup>th</sup> Installment _____ , 2023 \$

**NOTE:** For payroll deduction to become effective during the month the form is submitted, paperwork must be received by the 15th of that month. Paperwork received after the 15th will become effective in the following month. **The final draft date for payroll deduction is November 30, 2023.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**JSU DINING SERVICES**

Return form to JSU™ Auxiliary Enterprises/Contractual Services, 3rd Floor JL Reddix Hall or via email to [aux@jsums.edu](mailto:aux@jsums.edu) or [meals@jsums.edu](mailto:meals@jsums.edu).