

Monthly Communication Allowance Enrollment

Name (Last, First, MI)

Universal Identification Number (UIN)

Department

Work Telephone

Work Address (Including Mail Stop)

E-Mail Address



The following allowances are for Communication Service Plans as noted in Standard Administrative Procedures 25.99.08.M1.01. The department head may select an allowance plan that corresponds to the employees work related communication requirements.

Monthly Communication Plan Allowance Options NEW CHANGE CANCEL

(Department Head Initials required next to option selected):

Wireless E-mail Services

_____ \$75 – Monthly wireless e-mail communication service allowance.

Telephone/PDA Services

_____ \$60 – Monthly communication service allowance based on Plan Access Limit of approximately 450 anytime minutes, nationwide coverage, caller id, call waiting, and voice mail.

_____ \$90 – Monthly communication service allowance based on Plan Access Limit of approximately 900 anytime minutes, nationwide coverage, caller id, call waiting, and voice mail.

_____ \$120 – Monthly communication service allowance based on Plan Access Limit of approximately 1,350 anytime minutes, nationwide coverage, caller id, call waiting and voice mail.

_____ \$150 – Monthly communication service allowance based on Plan Access Limit of approximately 2,000 anytime minutes, nationwide coverage, caller id, call waiting and voice mail.

Telephone/PDA Services with Wireless E-Mail Services

_____ \$135 – Monthly communication service allowance based on Plan Access Limit of approximately 450 anytime minutes, nationwide coverage, caller id, call waiting, wireless e-mail and voice mail.

_____ \$165 - Monthly communication service allowance based on Plan Access Limit of approximately 900 anytime minutes, nationwide coverage, caller, id, call waiting, wireless e-mail and voice mail.

_____ \$195 - Monthly communication service allowance based on Plan Access Limit of approximately 1,350 anytime minutes, nationwide coverage, caller id, call waiting, wireless e-mail and voice mail.

_____ \$225 - Monthly communication service allowance based on Plan Access Limit of approximately 2,000 anytime minutes, nationwide coverage, caller id, call waiting, wireless e-mail and voice mail.

I have read Standard Administrative Procedure 25.99.08.M1.01: Communication Allowances, and understand the associated Employee Responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to required tax with withholdings and are **NOT** part of my base salary.

I do not have a university issued cell phone at this time.

I do have a university issued cell phone and have submitted a disconnect notice to Telecommunications to have it cancelled. (When the response to these statements is #2, the form will be sent to telecommunications for verification of the disconnect notice and the Communications Allowance will not begin until the confirmation is received in Payroll Services.) <http://telecomom.tamu.edu/forms/>

Employee Signature

Date

Required Payroll Funding information

(To be completed by departmental payroll administrator)

PIN #	Part # (02,20 etc)	Account #	Support Account No.	Accounting Analysis	Object Class	Pay Code
					1940	38

Department Head Signature-(required)

Date

Texas A&M University
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 your self 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.

TAMU—Send to: Payroll Services, General Services Complex, 1261 TAMU, College Station, Texas 77843-1261

FAX: 979-845-4134

TAMUG—Send to: Payroll Services, Sea Aggie Center, Bldg 3026, Suite 800, Room 807

FAX: 409-740-4837

Communication Allowance Enrollment Form

9-4-09

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