



EAST TENNESSEE STATE  
UNIVERSITY

Food Service Employee Block Plan - Authorization for Payroll Deduction

Name: \_\_\_\_\_ E#: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby authorize the ETSU Payroll Office to make deductions from my paychecks for the Food Service Employee Block Plan. The plan includes 60 meals for \$415.00 plus tax for a total of \$454.43.

I understand that if I am no longer employed at the University, any unused meal plans that remain effective on the date of the termination shall be forfeited and will not be refunded.

Select your payroll cycle:

Semi-Monthly Payroll

Monthly Payroll

Select a meal plan:

\$113.61 per month/15 meals paid in 4 monthly payments

\$227.22 per month/30 meals paid in 2 monthly payments

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form must be completed, signed, and returned to the Payroll Office by the 5<sup>th</sup> of the month for the semi-monthly payroll and the 20<sup>th</sup> of the month (by the 5<sup>th</sup> in December) for the monthly payroll to become effective. The meals will be available on the employee's ID card by the first working day of the month following each deduction.

Payroll Office  
East Tennessee State University  
P.O. Box 70732  
Johnson City, TN 37614  
Phone: 423-439-5320  
[payroll@etsu.edu](mailto:payroll@etsu.edu)