

## Personal Mobile Device / Voice and Data Services Information Form

Employee Name:	
Job Title:	
Department:	GL account number to be charged:

**Request Type:** (please circle one)

New      Change      Discontinue

**Plan (please check one):**

(from matrix at right)

Voice Only:

Data Service with Voice:

Data Service Only:

Plans	Monthly Plan Cost plus Device Cost over 3 years	Monthly Taxable Benefit	Per Pay Taxable Benefit (24/26 pays)
<b>Voice Only:</b>			
Tax Basis	\$50	\$12.50	\$6.25
<b>Data Service with Voice:</b>			
Tax Basis	\$90	\$22.50	\$11.25
<b>Data Service Only:</b>			
Tax Basis	\$60	\$15	\$7.50

**Employee and Departmental Director/Chairperson/Coordinator Certification and Signature:**

I certify that the requested allowance for any of the following: mobile device, voice service, data service, is required to cover work-related expenditures as described above. I further certify that I have read, understand, and intend to comply with the Gettysburg College Personal Mobile Device/ Voice and Data Service Policy.

\_\_\_\_\_  
Departmental Director/Chairperson/Coordinator: Print Name

\_\_\_\_\_  
Departmental Director/Chairperson/Coordinator: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head: Print Name

\_\_\_\_\_  
Division Head Signature

\_\_\_\_\_  
Date

In addition to the above certifications, I understand that personal use of mobile device/voice and data services represents a taxable benefit. I acknowledge and accept the above taxable amounts which are based on personal use estimate of 25%. By accepting issuance of a College owned mobile device/voice and data services, I hereby authorize a taxable benefit in the above amount be added to my pay.

\_\_\_\_\_  
Employee: Print Name

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

\_\_\_\_\_  
Date

**Send form to the IT Helpdesk, Campus Box 2441.**

**For IT/HR/Payroll Use:**

Device/Service Activated IT: \_\_\_/\_\_\_/\_\_\_    Entered into PS (PR): \_\_\_/\_\_\_/\_\_\_    Tax deduction to begin (pay period end date): \_\_\_/\_\_\_/\_\_\_