



Mobile Phone Allowance Request Form

1. Employee

Name:		College ID #:	
Title:		Email:	
Department:		Office Phone:	

2. Allowance Requested

Please refer to [ITS Mobile Data Services](#) for technical support information.

Voice (\$40/month or \$480/year) <input type="checkbox"/>	Voice/Data (\$70/month or \$840/year) <input type="checkbox"/>
Service Requested: <input type="checkbox"/> Mobile Email <input type="checkbox"/> Mobile Services	

3. Business Need for Allowance

Please describe business need for mobile phone allowance.

4. Budget

Account Number:	
Effective Date:	
Annual Review Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Mobile Phone

Carrier:	
Mobile Phone Number:	

6. Service Transfer

Employee Transferring Billing:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment Returned:	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Employee Signature

By signing this document, I have read and understand the Springfield College Mobile Phone Allowance Policy and acknowledge that the allowance amount will be included in my taxable income.

Employee

Date



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8. Approvals

Department Manager/Director

Date

Vice-President

Date



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Instructions

1. Employee

Specify the Name, Title, Department, College ID #, Email address and Office Phone number of the Employee requesting a Mobile Phone Allowance.

2. Allowance Requested

Specify whether the request is being made for a Voice or Voice and Data Mobile Phone Allowance. The Voice Allowance is \$40/month (\$480/year.) The Voice/Data Allowance is \$70/month (\$840/year.) For those specifying the Voice/Data Allowance, indicate whether the Employee is requesting Mobile Email or Mobile Services. Consult the ITS web site for more information.

Appropriate payroll taxes on the Allowance amount will be withheld from the Employee's paycheck. The Allowance amount will be included on the Employee's year-end W-2. The Mobile Phone Allowance does not constitute an increase to base pay, and will not be included in the calculation of annual increases or benefits based on salary.

3. Business Need for Allowance

Specify Employee's business need for a Mobile Phone Allowance. Provide additional detail if the Employee is requesting a Voice and Data allowance.

4. Budget

Indicate the Account Number from which funds will be used to pay for the Employee's Mobile Phone Allowance. Specify the Effective Date on which the Allowance is to commence. Indicate whether the Employee's Mobile Phone Allowance needs to be requested annually.

5. Mobile Phone Number

Specify the Employee's mobile phone number for which the Allowance is being requested. Indicate the Carrier providing mobile phone service to the Employee.

6. Service Transfer

Employees who currently have College-issued mobile phone equipment have two options.

- Employees can choose to keep their existing phone number by having the Carrier (e.g. Verizon, Sprint) transfer billing responsibility from the College to the Employee.
- Employees can choose to return their College-issued mobile phone equipment. The College will then terminate the service with the Carrier.

6. Employee Signature

The signature of the Employee indicates that the Employee has read and understands the Springfield College Mobile Phone Allowance Policy.

9. Approvals

The appropriate signatures affixed to this form indicate approval for Employee's Mobile Phone Allowance Request.

- *Department.* Obtain the signature of an employee authorized to sign for the Budget Account Number.
- *Vice-President.* Obtain the signature of the appropriate Vice-President.