



Cell Phone Allowance & Deduction Authorization Form

Employee Name: _____ Position: _____
Department: _____ Cell phone number: _____

Select one of the following as referenced in the Employee Handbook:

Pay Period Allowance (based upon 24 checks per year):

- Personal Cell phone used for business with required – voice, data, and text - \$10.00
- Personal Cell phone used for business with required —voice and text - \$7.50
- Personal Cell Phone used for business—voice only - \$5.00

Pay Period Deduction (based upon 24 check per year):

- City Cell Phone service with routine personal use – voice, data and text - \$10.00
- City Cell Phone service with routine personal use—voice and text - \$7.50
- City Cell Phone service with routine personal use - \$5.00
- City Cell Phone service for business use only - \$0

Employee Agreement, Understanding and Authorization:

- I agree that if I receive the monthly allowance, it will be used toward expenses that I incur for cell phone voice/data usage for business purposes and that it will be included on my W-2 form as taxable income.
- I further understand that the City of Orem is not responsible for the tax consequences of the allowance I receive or the use or expenses of my personal cell phone.
- I authorize the City of Orem to deduct the amount indicated above from my earnings each pay period for city cell phone usage.

Employee Signature: _____ Date: _____

Department Director Signature: _____ Date: _____