



# UD1 FLEX Account Employee Payroll Deduction Form

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

*Please print*

Campus Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Continuous Deduction**                      Amount per pay \$ \_\_\_\_\_

Minimum \$5 per pay

*To stop continuous payroll deduction send e-mail to [ud1-flexoffice@udel.edu]*

or

**Optional Limited Deduction**                      Amount per pay \$ \_\_\_\_\_ X # of pay periods \_\_\_\_\_ = Total Deduction \_\_\_\_\_

Minimum \$5 per pay, 6 pay periods

Maximum 24 pay periods, Minimum Total deduction \$100

A new form is required for each limited deduction.

**Deposits can be made at the following locations for immediate use of your UD1 FLEX account:**

Self-serve Value Transfer Stations (VTS) to make cash deposits in denominations of \$5, \$10 , or \$20. See [www.udel.edu/ud1flex] for VTS locations.

Make a \$25 minimum deposit in check or cash at any University Box Office, or at Cashiers or in the outside drop slot at the Student Services Building.

I authorize the University of Delaware Payroll Department to deduct the amount per pay as indicated above. The amount deducted will be transferred to my UD1 FLEX account each payday. I understand and accept the terms of this optional flexible spending account as published.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Start Date** \_\_\_\_\_

Note: Payroll deduction will start on the next available pay period unless otherwise indicated. Please return this form to the UD1 FLEX Office, Student Services Building. For more information, e-mail [ud1-flexoffice@udel.edu] or call (302) UD1-CARD (831-2273).