



Cell Phone & Data Plan Allowance Withholding Exemption Request

Employee Name:

Banner ID:

Job Title:

Email:

Department:

Attach two most recent cell phone/data plan invoices. Analyze each incoming and outgoing call, and document the amount and time of the call and the business purpose for the call (unless personal). Calculate the percentage of the calls (include incoming and outgoing) that have a documented business purpose.

Employee Certification and Signature:

I have reviewed my most recent two cell phone/data plan invoices, and determined that _____ % of my calls were made for business purposes.

Employee Signature

Date

Budget Officer Review and Signature:

I have reviewed the documentation and agree that it complies with the Cell Phone & Data Plan Allowance Withholding Exemption requirements. Based on the information provided, the calculated percentage of business calls/internet activity is correct, and reasonable

Budget Officer Signature

Date

Submit form, documentation, and a copy of the two most recent cell phone/data plan invoices to your Budget Officer