



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM 002-13HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** FSU Football Tickets for 2013 Season

**DATE:** February 4, 2013

Attached is a payroll Deduction Authorization Form for employees who wish to purchase season tickets and/or contribute to the Boosters. To be eligible for payroll deduction, the Athletic Ticket Office is requesting a copy of each employee's completed payroll deduction form prior to receiving payment. Therefore, these forms should be returned to JAC Human Resources by the close of business Wednesday, February 13, 2013.

Since FSU must receive the total price of the tickets by June 14, 2013, payroll deductions for tickets will be authorized for four (4) equal deductions beginning with the warrant pay date of February 28, 2013, and ending on the warrant pay date of May 31, 2013.

The Booster contributions also will begin with the warrant pay date of February 28, 2013, for ten (10) periods with the warrant pay date ending November 27, 2013. If you do not receive a warrant during this period, you must send a personal check for the correct amount to the Ticket Office and/or the Seminole Booster Office.

If you have questions about tickets, or seating, please contact the FSU ticket office at (850) 644-1830. If you have any questions about the form please contact Gina Lowell at (850) 413-0008 or at [posttaxbenefits@justiceadmin.org](mailto:posttaxbenefits@justiceadmin.org).

All forms should be returned to [posttaxbenefits@justiceadmin.org](mailto:posttaxbenefits@justiceadmin.org) or via fax (850) 413-0009.

Thank you.



