



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #02-16HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: FSU Football Tickets for 2016 Season

DATE: January 13, 2016

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 17, 2016.

Please note: this year, there is not an option to purchase new end zone season tickets. Another change this year is that **FSU must receive the total price of the tickets by June 24, 2016**. Therefore, payroll deductions for tickets will be authorized for four (4) equal deductions beginning with the warrant pay date of February 29, 2016, and ending on the warrant pay date of May 31, 2016.

The Booster contributions also will begin with the warrant pay date of February 29, 2016, for four (4) periods with the warrant pay date ending May 31, 2016. 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 Emily Reker at (850) 413-0008 or at posttaxbenefits@justiceadmin.org.

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

Thank you.

Justice Administrative Commission



FSU TICKET/BOOSTER DEDUCTION FORM

Payroll deduction is available for the FSU 2016 football season tickets and Seminole Booster contributions. You may authorize payroll deduction for football season tickets, Seminole Booster contributions or both. Payroll deductions will be authorized for four (4) equal deductions beginning with the warrant pay date of February 29, 2016, and ending on the warrant pay date of May 31, 2016. The Booster contributions also will begin with the warrant pay date of February 29, 2016, for four (4) periods with the warrant pay date ending May 31, 2016. 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 Seminole Booster Office.

The number of season tickets that are not renewed will determine the availability and location of new and/or additional season tickets for the 2016 season.

NOTE: TO BE ELIGIBLE FOR PAYROLL DEDUCTION, all sections of this form must be completed and returned to Emily Reker via fax (850) 413-0009 or email to posttaxbenefits@justiceadmin.org by 5:00 PM Wednesday, February 17, 2016. Please make sure to submit your form on time!

I wish to purchase FSU football season tickets through payroll deduction. If I terminate employment, or do not receive a paycheck at anytime between February and May 2016, I must send payment for the correct amount to FSU Ticket Office at P.O. Box 2195, Tallahassee, FL 32316.
PLEASE INDICATE IF YOU WERE PRIOR YEAR TICKET HOLDER/ OR BOOSTER MEMBER.

Account Number _____ 2015 Season Ticket Holder _____ Seminole Booster _____

Account Name _____

Home Phone _____ Work Phone _____

Address _____

City/State _____ Zip _____

Email _____

NOTE: All orders are subject to availability. Processing of payment does not constitute acceptance of order. In the event that demand exceeds supply, FSU reserves the right to establish order limits based on renewal policy and contribution levels. Refunds will be made for the portion of the order not filled.

I wish to renew SIDELINE SEASON TICKETS*	_____ x \$325.00	=	\$ _____
I wish to renew END ZONE SEASON TICKETS**	_____ x \$290.00	=	\$ _____
I wish to place an order for SIDELINE SEASON TICKETS *	_____ x \$340.00	=	\$ _____
	Handling Charge	=	\$ 15.00
	TOTAL	=	\$ _____

*All Booster contribution requirements apply **Minimum \$60.00 Booster contribution required

I wish to pledge \$ _____ to the Seminole Booster for 2016.
 (Minimum contribution for payroll deduction is \$135.00 for the year)

Payroll Deduction Authorization

Monthly deduction for football tickets (Divide total by 4) \$ _____

Monthly deduction for Boosters (Divide total by 4) \$ _____

Employee Name: _____

People First ID# _____

Signature _____

SSN: _____