**PHONE ALLOWANCE FORM**

Employees authorized by executive management to receive an allowance towards the monthly cost of their own apple or android phone, in lieu of a Bank provided device should complete this form and obtain the appropriate approval.

Please complete, sign and return to Firstrust Bank, Human Resources Department. All questions or concerns should be directed to Vicki Driggs, AVP Payroll and Benefits Manager, at vdriggs@firstrust.com.

**Employee Information**

**Name:** Click or tap here to enter text. **Effective Date:** Click or tap to enter a date.

**Department:** Click or tap here to enter text. **Enrollment:** [ ]  NEW [ ]  CHANGE

**Email:** Click or tap here to enter text. **Phone Number:** Click or tap here to enter text.

**Select Allowance Level:**

[ ]  $40.00 monthly allowance – Email delivered to phone and minimal number of voice calls

[ ]  $75.00 monthly allowance – Email delivered to phone and average number of voice calls

[ ]  $100.00 monthly allowance – Email delivered to phone and high number of voice calls

Phone allowance justification. Please select all that apply:

[ ]  Position requires employee to be accessible to company while traveling for business purposes (i.e. offsite meetings with customers).

[ ]  Position often requires employee to be available beyond normal operating hours.

[ ]  Position requires employee to have access to email and business-related applications (i.e. FirstCLASS, Teams, Dayforce, etc.) beyond normal operating hours and/or while employee is out of the office.

[ ]  Other: Click or tap here to enter text.

I hereby authorize Firstrust Bank to include the monthly allowance amount selected above in the paycheck of the named employee. This allowance covers business use of the employee’s personal cell phone. I understand this allowance will be included in the employee’s paycheck the first pay period of every month and is not subject to taxation.

**Manager Approval:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**HR Approval:** Click or tap here to enter text. **Date:** Click or tap to enter a date.