

**Use of Assigned Cell Phones**

As an employee of the Ft. Thomas Independent School District assigned the use of a cell phone, I understand that if I choose to use it for personal calls, I must have a designated amount per month added as taxable income to my W-2 statement, as required by Internal Revenue Service (IRS) regulations.

☐ I agree not to use the assigned cell for personal reasons.

☐ I agree to have a designated prorated amount per month added to my W-2 statement as taxable income to reflect use of the cell for personal reasons.

**FULL NAME (PLEASE PRINT.)** \_\_\_\_\_

**WORK SITE** \_\_\_\_\_

**CELL PHONE #** \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Review/Revised: 9/6/07