



UNIVERSITY OF
SOUTHERN MAINE

PAYROLL DEDUCTION AUTHORIZATION

USM RoadRunner Program

Please complete the following information to process your fee through payroll deduction.

I hereby authorize the University of Southern Maine to deduct (*check one*)

___\$34.95 from my monthly payroll check to be applied to my

or

___\$16.13 from my bi-weekly payroll check to be applied to my

USM RoadRunner Account beginning ___/___/___ and continuing until service is terminated.

Employee Name: _____
(*please print*)

EMPLID#: _____

Campus Phone #: _____

Acceptance: I have read and agree to *all* the terms and conditions of the USM RoadRunner subscriber agreement on reverse.

Signature: _____ Date: _____

Verified by: _____ Date: _____

Please return form by fax to 780-4565 or by mail: IT Network Services, 144 Luther Bonney Hall, Portland Campus

USM RoadRunner Service Subscriber Agreement for Payroll Deduction

1. The University of Southern Maine (USM) and Time Warner Cable of Maine are offering RoadRunner Internet service at a reduced rate to current USM faculty, staff, and matriculated and registered students.
2. To be eligible for Payroll deduction, the subscriber must be a current regular employee of USM. Student employees are not eligible.
3. If and when the customer does not meet the above requirements, he/she must notify USM at 780-4453 in order to avoid service interruption and assessment of a reconnection charge. At that time, billing will revert to Time Warner's standard customer rates. **The payroll office will not be responsible for this notification.**
4. The cable modem is the property of Time Warner Cable and is subject to their terms and conditions. Further, any Ethernet adapter equipment made available as part of this offering is done so by Time Warner and is subject to their terms and conditions.
5. The University of Maine System, USM, or any of their agents (the University) may not be held responsible in any manner for losses or disputes relating to the provision of this service. The University's only role is to assist in making available discounted rates for the service for eligible subscribers.
6. Rates will be prorated by half month only. The payment will be applied from the date of install. If you are installed (or disconnected) between the 22nd-7th a full month will be charged. If you are installed (or disconnected) between the 8th-21st a half month will be charged.
7. The fees for this service are subject to change, but not more often than at the beginning of each semester. If the fees change, the subscriber shall be notified in writing or via electronic mail at least 30 days prior to the effective date of the change.
8. USM's help!Desk at 780-4029 will be available during regular University office hours (Monday-Friday from 8:00 am to 4:30 pm) to assist USM subscribers with problems relating to this service. Any billing or credit issues should be directed to IT Network Services at 780-4453.
9. **Important: Processing of this form may not occur until after the close of the current billing cycle. In this case, the subscriber is responsible for paying any charges accrued before the payroll deduction begins directly to USM IT Network Services.**
10. If the subscriber wishes to terminate RoadRunner service, he/she must notify USM IT Network Services at 780-4453 and return the modem to Time Warner in South Portland *or* The Logic Shop, 144 Luther Bonney Hall, on the Portland Campus.