

Cell Phone Stipend Agreement

Employee Name: _____ Employee ID: _____

Job Title: _____ Service Provider: _____

Dept. Name: _____ Cell Phone #: _____

Select One: _____ New ☐ Tier Change ☐ Cancellation ☐

Policy Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to compensate for business-related costs incurred when using their individually-owned cell phones. Under IRS guidelines, a portion of each stipend may be considered a taxable fringe benefit to the employee. The level of stipend will be determined by the employee's job duties as they relate to cell phone use and access. The manager will review and approve the level of stipend which will be reimbursed on a monthly basis in advance. For more information, read the complete [Cell Phone Device Stipend Policy](#) available on the company intranet site.

Tier 1	Tier 2	Tier 3	Optional
Voice Plan	2 GB-3 GB	8-10 GB	Wireless Hotspot*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$42.00	\$75.00	\$100.00	\$20.00

*If required to perform employee's job duties – requires proof on cell phone bill

Employee Responsibilities

- Recipients of a cell phone stipend have the following responsibilities:
- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the cellular service and device.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover; and ensure the carrier selected has service in required usage areas, such as on company campus, work site, field location(s), and/or at home as required by the employee's job responsibilities.
- Promptly report any cell phone with a data plan if it is stolen or missing.
- Maintain an active service contract for the duration of the stipend.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERCA, records retention requirements), as well as all Enable policies, including those pertaining to data security, acceptable computing use, and email. For more information, read the complete [Acceptable Use of IT Assets Policy](#) available on the company intranet site.
- Comply with all Enable Data security policies

Employee Signature

Date

Director or Higher Signature

Date

PLEASE RETURN COMPLETED FORM TO HR@EnableMidstream.com

*Stipend is paid with second paycheck of each month. Deadline to submit form for payment is two weeks prior to pay date.