

Tarleton State University

Payroll Deduction Authorization Form For Recreation Sports Center Membership

Employee Information – Please print or type.

| | |
|--------------------------------|---------------------------------------|
| Employee Name | Universal Identification Number (UIN) |
| Department Name / Phone Number | Email Address |

Membership Options

- Membership for Self only.
- Membership for Self and Spouse*, Name of Spouse _____
- 5-month membership (January-May) **\$25.00 per month Individual / \$56.25 per month Couple**
- 7-month membership (January-July) **\$37.50 per month Individual / \$81.25 per month Couple**

All membership fees will be deducted over a 4 month period, starting with the January payroll (deducted from February 1, 2014 paycheck) and ending with the April payroll (deducted from May 1, 2014 paycheck). The fee for the summer has been included in the 7-month membership but will be deducted over the same 4 month period.

Employee Authorization for Payroll Deduction – Please read and sign.

I voluntarily authorize the monthly deduction from my after-tax wages for a Recreation Sports Center membership as indicated above.

I understand that this authorization automatically expires with the May pay date of each fiscal year. **No refunds or pro-rating will be given for any reason.** If a faculty/staff member registers for Tarleton classes and pays the recreation sports center fee through tuition fees after the payroll deduction has started, no refund will be issued. I agree to comply with the policies and procedures set forth by the Recreational Sports Department and The Texas A&M University System.

Employee Signature

Date

Privacy Notice: State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

***Definition of Spouse:** Having a valid marriage license that complies with the requirements of Chapter 2, Subchapter A of the Texas Family Code, or being common-law as defined in Section 2.401 of the Texas Family Code.

Memberships: Faculty/Staff \$100 for Fall or Spring Semester / \$50 for Summer Semester
 Faculty/Staff Spouse \$125 for Fall or Spring Semester / \$50 for Summer Semester

For additional information on membership services please go to our website at www.tarleton.edu/~recsports

For PR Office Use Only

Date Posted _____ Effective (Pay Date) _____ Initials _____

Recreation Sports Approval

Date Received _____ Initials _____