

Health Club Membership Form

To be eligible for the health club membership reimbursement, **the employee** must be included in the membership. Annual memberships can begin at anytime throughout the year. Taxable reimbursements will be processed on the next available paycheck according to the payroll processing schedule.

Employees are eligible to receive an annual taxable reimbursement amount up to 50% of the membership fee with a maximum limit of \$300. Note: Company reimbursement amount is **taxable** income.

Employee: Please fill out sections A and C

Health Club: Please fill out section B (must have an authorized signature from health club in order to process)

(A) Employee Information - For Employee Use		
Employee Name: _____	Emp. No.: _____	
(B) Enrollment Information - For Health Club Use Only		
Name of Health Club: _____	Total Cost: \$ _____ Attach a copy of the contract/receipt.	
Membership Type (single/family): _____		
Authorized Signature: _____		
(C) Employee Reimbursement		
<p>I have paid the health club the <i>Total Cost</i> (attach receipt) and Appleton will add the <i>Taxable Reimbursement Amount</i> to my Earnings Statement, as an <i>earnings under HCLUBTAX</i>.</p> <p>Employee Signature: _____ Date: _____</p>		
Company Reimbursement - For Human Resources Use		
Total Cost: \$ _____ HCLUBTAX Reimbursement \$ _____ <i>Taxes & Reimbursement processed on same check</i>		
HR Authorization: _____	Taxable Reimbursement Date: _____	Appleton Location: _____



Health Club Reimbursement

You are eligible to receive a health club membership reimbursement from Appleton for a health club facility of your choice. To qualify as a health club, the facility must be recognized as focusing on aerobic workouts and/or weight training. The club must be incorporated and identified as an "Equal Opportunity Club." Specifically excluded are social or recreational clubs and participation in league/team events.

If you elect to join a health club facility, you are eligible to receive a reimbursement of 50% of the membership fee for you and your family not to exceed an annual reimbursement of \$300 (to be treated as additional taxable income). You pay the health club facility directly, then the company will reimburse 50% upon proof of payment. Reimbursements are paid once per calendar year. The employee must be included in the Health Club membership.

The health club membership plan is a great way to maintain your good health and save money too. It provides you an affordable choice to build a healthier lifestyle for you and your family.

It is not necessary to make an election on Employee Services On-Line. Just join in!!!