



Texas A&M University-Texarkana
 Payroll Deduction Authorization Form
 For Recreational Sports Membership



Check Appropriate: New Enrollment Stop Enrollment Change Enrollment

Employee Name:	UIN:
Department:	Email:

Membership Selection: *(please indicate your selection by checking the boxes)*

12-Month Employee Options:

Monthly Deduction:

- | | |
|---|---------------|
| <input type="checkbox"/> Annual staff membership with Wellness Release | \$13.75/month |
| <input type="checkbox"/> Annual staff membership without Wellness Release | \$25.00/month |

9-Month Employee Options:

- | | |
|---|---------------|
| <input type="checkbox"/> Sept-May faculty membership with Wellness Release | \$12.22/month |
| <input type="checkbox"/> Sept-May faculty membership without Wellness Release | \$22.22/month |
| <input type="checkbox"/> Annual faculty membership with Wellness Release | \$18.33/month |
| <input type="checkbox"/> Annual faculty membership without Wellness Release | \$33.33/month |

For more information about the Wellness Release Program visit tamut.edu/wellnessrelease.

My signature below authorizes Texas A&M University-Texarkana to pay the Department of Student Life-Recreational Sports, in lieu of compensation otherwise payable directly to me, for Recreational Sports membership fees. The payroll deduction amount each month will be based on the current rate of the facility membership and membership will automatically renew as long as employee eligibility continues. The Department of Student Life-Recreational Sports will communicate any changes to facility membership fees at least 30 days in advance. **In order to cancel authorization, a stop enrollment form must be completed and sent to payroll@tamut.edu.**

Signature

Date

For HR/Payroll Office Use Only: Date Received: _____ Effective Pay date: _____ Payroll Initials: _____

➤ **What is the difference in membership with Wellness Release and without Wellness Release?**

Wellness Release is a voluntary program for full time, benefits-eligible employees to help enhance the well-being of TAMUT employees. One of the benefits of participating in the program is a discounted membership to the Patterson Student Center. For more information visit tamut.edu/wellnessrelease.

➤ **Do I have to commit to a specific time period to utilize payroll deduction for my membership?**

Yes. The payroll deduction option is only available to faculty/staff who are committing to a 12 month membership. *Exception:* Faculty who work a 9 month contract may utilize payroll deduction for a 9 month (Sept-May) membership.

➤ **When is the best time to start a membership?**

Memberships are semester based so starting at the beginning of a semester (September, January, or June) is best.

If you do not start your membership at the beginning of a semester, we will work with you to ensure the full semester fee is covered. By law, we have to pay what the student pays per semester, so we will ensure that we follow this law. Four payments cover a semester, so if you cancel your membership and haven't completed the semester payment we will request the remaining either in a lump sum or continued payroll deduction until the four month rule is met.

➤ **What is the benefit of utilizing payroll deduction for my membership?**

Utilizing payroll deduction will split your payments up evenly throughout the year instead of having to pay for your membership in one payment at the beginning of each semester.

➤ **Do I have to fill out a new payroll deduction form each year?**

No. Once you start a membership with payroll deduction it will renew each year unless you fill out a new form to stop enrollment. If there is a change in the fee amount, there will be a 30 day notice of change allowing you to stop enrollment.