

# PAYROLL DEDUCTION AUTHORIZATION

PRINT CLEARLY

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

EMPLOYEE UIN \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_

CAMPUS PHONE \_\_\_\_\_

PAY CYCLE (check one)  Bi-weekly  Monthly  U of I Foundation Employee

DEDUCTION OPTION (check one)  Single Member  Member plus  one  two  three

name(s): \_\_\_\_\_

(Spouse/partner or adult dependent deductions may be included)

## INITIAL BELOW THAT YOU AGREE AND UNDERSTAND THE FOLLOWING CONDITIONS:

- \_\_\_\_\_ I authorize the University of Illinois to deduct from my pay each pay period the amount certified as the official rate by the Division of Campus Recreation for membership. I understand that this rate is subject to change annually on August 1.
- \_\_\_\_\_ I understand that my first deduction will be a full deduction plus a prorated amount which is dependent on enrollment date and pay cycle.
- \_\_\_\_\_ I understand that by electing payroll deduction, I am agreeing to a minimum six month contract and should I wish to cancel my membership prior to six months I will continue to be charged until six months are reached.
- \_\_\_\_\_ I understand that in order to terminate my participation in the program, or if my University compensation changes or stops for any reason (leave of absence, termination, etc.), I must complete the Payroll Deduction Cancellation form and submit to Member Services in person or via mail or fax. Cancellations will not be accepted via email or phone.
- \_\_\_\_\_ I understand that should I miss a deduction for any reason, I am still responsible for payment due. Missed deductions will result in cancellation of membership.
- \_\_\_\_\_ I understand that due to payroll deadlines, I may be subject to one additional deduction following my termination request.
- \_\_\_\_\_ I understand that refunds/credits will not be issued for previous deductions.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## OFFICE USE ONLY

Membership Price \_\_\_\_\_ Start Date \_\_\_\_\_

One-time Adjustment \_\_\_\_\_ End Date \_\_\_\_\_

