

## Tarleton State University

### Payroll Deduction Authorization Form For Campus Recreation 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 paycheck) and ending with the April payroll (deducted from May 1 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 Campus Recreation 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 Campus Recreation 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 Campus Recreation 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/campusrec](http://www.tarleton.edu/campusrec)

**For PR Office Use Only**

Date Posted \_\_\_\_\_ Effective (Pay Date) \_\_\_\_\_ Initials \_\_\_\_\_

**Campus Recreation Approval**

Date Received \_\_\_\_\_ Initials \_\_\_\_\_