

HAMILTON RECREATION CENTER
BENEFITS-ELIGIBLE EMPLOYEE
PAYROLL DEDUCTION AUTHORIZATION

To begin membership: Deliver completed form to the Director of Campus Recreation

To cancel membership: Employee must communicate directly with Payroll

Employee Name (Print) ID Number (700#)

1. Effective with my _____, 20____ earnings, I hereby authorize Colorado Mesa University to deduct indicated amount (circle one below) for student recreation center membership purchase from any compensation or monies due me.
 - a. \$20.00 monthly for individual membership
 - b. \$45.00 monthly for family membership (includes spouse and dependents under the age of 21)
Write names and birthdates of family members below:

2. I understand I may revoke this authorization at any time and pay any outstanding balance due per this agreement.
3. I further understand this authorization will remain in effect on a monthly basis, or until the end of my employment at Colorado Mesa University, whichever comes first.
4. It is also understood that I must pay up front for any portion of the membership that is used before my initial payroll deduction is received.
5. I further understand that in the event of my termination from Colorado Mesa University, the balance due, per this agreement, will become immediately due and payable from any compensation due me from Colorado Mesa University and my membership will be forfeited immediately.

Employee Signature Date

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OFFICE USE ONLY

Employee Department _____ Deduction Start Date _____

Pro-Rated Amount Collected \$ _____

HRC Employee/Date Payroll Department/Date