

# 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 \_\_\_\_\_
- 10-month membership (August-May)                      **\$22.22 per month Individual / \$50.00 per month Couple**
- 12-month membership (August-July)                              **\$27.77 per month Individual / \$61.11 per month Couple**

All membership fees will be deducted over a 9 month period, starting with the September payroll (deducted from October 1 paycheck) and ending with the May payroll (June 1 paycheck). The fee for the summer has been included in the 12-month membership but will be deducted over the same 9 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 recreation sports center 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 \_\_\_\_\_

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**Campus Recreation Approval**

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