

URMC FITNESS CENTER
SEMI-MONTHLY PAYROLL DEDUCTION AUTHORIZATION

LEGAL NAME _____

HOME ADDRESS _____

6-DIGIT EMPL ID _____

DEPARTMENT _____

PHONE _____

_____ **I AM PAID SEMI-MONTHLY (twice per month)**

My signature is a confirmation that I voluntarily authorize the University of Rochester Payroll Department to deduct membership fees for the Fitness Center from my paycheck twice per month. I understand that these fees may increase due to any membership rate increases and that I will be notified of these changes or increases prior to implementation.

I understand that refunds are not available and that it is my responsibility to be aware of any and all deductions from my paycheck. I also understand that I have a right to revoke this wage deduction authorization in writing at any time (except for wage deductions required or authorized in a current collective bargaining agreement). However, future deductions can be stopped only after a cancellation request has been received by the Fitness Center. Cancellation requests will take time to process, but will never exceed 2 pay periods.

I understand that any deductions pay my membership forward. If it is not possible to deduct the correct amount from my paycheck, I am responsible for the payment owed to the Fitness Center, or my membership will be suspended or terminated.

I voluntarily agree to have \$12.00 for membership fees deducted from my paycheck on the last business day prior to the 15th and 30th of each month.

Signature _____

Date _____