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**PAYROLL DEDUCTION AUTHORIZATION**

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*Please print clearly*

DATE: \_\_\_\_\_

AIS# \_\_\_\_\_

Name \_\_\_\_\_

First

Last

Middle

Department \_\_\_\_\_

Email \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_

Membership Amount \$ \_\_\_\_\_

PAY CYCLE (check one)  Bi-Weekly  Monthly\*  Semi-Monthly

\*Please note you MUST be a 12 month full time employee to sign up for payroll deduction. 9 and 10 month employees do not qualify for this membership, but may sign up for an EFT membership.

I understand and agree to the following terms of Payroll Deduction:

- The **monthly** deduction will be \$ \_\_\_\_\_
- I am a Full-time SIU employee (12 months a year).
- There is a required 3 month participation minimum from the time your first deduction is deducted.
- This rate is subject to change annually on July 1<sup>st</sup> in correlation with any increase in student fees approved by the Board of Trustees.
- This membership is perpetual, therefore deductions will continue until I terminate in writing or through email to the Member Services Office.
- Should I wish to terminate my payroll deduction, or if my University compensation stops for any reason (leave of absence, workman's' comp, termination, etc.), it is my responsibility to notify the Recreational Sports and Services Member Services Office in writing or through email.
- Depending on the date of my written request and University payroll deadlines, I understand I may be subject to additional deductions following my termination request.
- There will be no refunds/credits issued for previous deductions or non-use of the facility.

**I authorize Southern Illinois University and the Department of Recreational Sports and Services, to deduct from my pay each payroll period the proper amount for membership fees to the Student Recreation Center.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date