## **Blue Ridge Community College**

## Authorization for Recreation Center Membership by Payroll Deduction

## BRCC Employee's

Last Name	First Name	Payroll ID #

If a spouse of BRCC Employee, list spouse's name

I hereby authorize the payroll department to deduct [] \$5.00 (if 24-pay employee); or [] \$6.67 (if 18-pay employee) from my semi-monthly payroll check, effective \_\_\_\_\_\_. This Payroll Deduction and Recreation Membership are automatically renewed from one semester to the next; the deduction and membership will automatically continue, unless you cancel membership by the established date below. If you do not cancel membership by the established date, your membership will continue through the end of the following semester. 18-pay employees who pay for <u>all</u> of Spring Semester, remain members for Summer Semester.

Employee Signature	Date
******	***************************************
TO CANCEL MEMBERSHIP:	
I elect to cancel membership:	
[] <u>effective</u> : (DATE)	
[] <u>AT THE END OF FALL SEMESTER</u> (form must deduction will come from 12/31 paycheck.	t be signed & submitted to payroll by December $10^{\text{th}}$ ) – last
[ ] <u>AT THE END OF SPRING SEMESTER</u> (form mu will come from 5/16 paycheck.	ust be signed & submitted to payroll by April 25 <sup>th</sup> ) – last deduction
[] <u>AT THE END OF SUMMER SEMESTER</u> (form n will come from 8/16 paycheck.	nust be signed & submitted to payroll by July 25 <sup>th</sup> ) – last deduction

Employee Signature

Date

CC: Payroll/HR Office

Recreation Center