



Moraine Valley Community College  
 Health, Fitness & Recreation Center  
**Payroll Deduction Form**

As a benefits eligible employee for Moraine Valley Community College, I authorize the college to deduct the appropriate amount per paycheck for my Health, Fitness, and Recreation Center membership dues. Moraine Valley Community College non-benefit eligible employees, adjunct faculty, and other contracted employees are not eligible to enroll in payroll deductions.

- Employee Membership payroll deduction (\$12/pay period)
- Spouse Membership (\$18.46/pay period)
- Dependent Membership (\$12 /pay period)
- Family Membership (\$32.30/pay period)
- Senior/Military Membership (\$15.69/pay period)
- Locker Rental (\$5.54/pay period)
- Other \_\_\_\_\_(\$\_\_\_\_\_/month)

**Total payroll deduction amount: \$\_\_\_\_\_ /pay period**

Membership fees for the current month (prorated) are due up front and the first deduction will take place in the first full pay period the next month. All payroll deduction authorization forms will be processed for the next payroll cycle. Upon termination employees may have an additional paycheck deduction to offset payroll deduction set-up time. All cancellation requests must be submitted to the Membership Services office located in the Health, Fitness, & Recreation Center at least 15 days prior to the pay period you wish to stop your membership to process the cancellation.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Office Use Only**  
 Cancellation Policy Reviewed    Y or N    Submitted to Payroll on: \_\_\_\_\_