

**NDSU Wellness Center**  
**Faculty/Staff Payroll Deduction Membership**  
**Payment Initiation Form**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

EMPL ID # \_\_\_\_\_ Phone: \_\_\_\_\_

University Department: \_\_\_\_\_

- Employment status
- 12-month employee
  - Less than 12-month employee. I understand that my membership will be suspended during the month(s) that I do not receive a regular paycheck. Membership automatically renews each year with my contract dates until I cancel. Contract start date: \_\_\_\_\_ End date: \_\_\_\_\_ Initials: \_\_\_\_\_

**CRITERIA for PAYROLL DEDUCTION**

To be eligible for a payroll deduction membership, you must be a **BENEFITED** NDSU employee, receiving health/life insurance and retirement benefits. If you are unsure, please contact Human Resources before submitting this form.

A deduction taken from your paycheck on the 15<sup>th</sup> of the month pays for your membership from the 1<sup>st</sup> to the 15<sup>th</sup> of that same month. A deduction taken from your paycheck on the 30<sup>th</sup>/31<sup>st</sup> pays for your membership from the 15<sup>th</sup> to the 30<sup>th</sup>/31<sup>st</sup> of that same month.

For new University employees, eligibility to use payroll deduction begins when you receive your first paycheck.

Employment start date: \_\_\_\_\_ First payday (date deduction may begin): \_\_\_\_\_

I would like access to the facility prior to the membership start date, and choose the following option:

- Purchase an early access membership through the start date of membership.
- Purchase a guest pass for each visit for \$6.
- Wait until the date indicated below to gain access.

**PAYROLL DEDUCTION AUTHORIZATION**

I authorize NDSU to deduct \$20 from my paycheck (\$40/month) in exchange for membership at the Wellness Center.

- My membership starts the 1<sup>st</sup> (must be received by the 2<sup>nd</sup> of the starting month) and my first deduction will be on the 15<sup>th</sup> of \_\_\_\_\_, 20\_\_\_\_. Initials: \_\_\_\_\_
- My membership starts the 16<sup>th</sup> (must be received by the 17<sup>th</sup> of the starting month) and my first deduction will be on the 30<sup>th</sup>/31<sup>st</sup> of \_\_\_\_\_, 20\_\_\_\_. Initials: \_\_\_\_\_

**Agree to the statements below**

- I understand that payroll deduction memberships are based on a three-month minimum and cancellations cannot occur prior to three months. Cancellations received before three months will be canceled once three months have passed.
- I understand that this membership will authorize the deduction of \$20 from each semi-monthly paycheck until I submit a cancellation request form to authorize NDSU to stop payment.
- I understand that cancellations must be received by the 5<sup>th</sup> of the month to cancel by the 15<sup>th</sup> or by the 20<sup>th</sup> to cancel by the 30<sup>th</sup>/31<sup>st</sup>.

Submit this form by emailing it to [nds.wc.memcomm@nds.edu](mailto:nds.wc.memcomm@nds.edu) or at the Wellness Center Customer Service Desk.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Received by (Staff Initials): \_\_\_\_\_ Date: \_\_\_\_\_

# NDSU Wellness Center

## Faculty/Staff Payroll Deduction Membership Cancellation Request Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

EMPL ID # \_\_\_\_\_ Phone: \_\_\_\_\_

University Department: \_\_\_\_\_

### PAYROLL DEDUCTION CANCELLATION AUTHORIZATION

This form must be submitted by the 5th of the month to cancel your membership at the end of the mid-month pay period (15th), with the last deduction on the 15<sup>th</sup> of that month or by the 20th of the month to cancel your membership at the end of month-end pay period (30th/31st) with the last deduction taken on the 30<sup>th</sup>/31<sup>st</sup> of the month.

#### Submission Instructions

- Email completed form to [ndsu.wc.memcomm@ndsu.edu](mailto:ndsu.wc.memcomm@ndsu.edu)
- Drop form off at the Customer Service Desk
- Campus mail to Wellness Center 170H

#### Agree to the statements below

- I understand that all staff and faculty payroll deduction memberships are contracted a minimum of three (3) full months after first deduction.
- I understand that the early submission of this form will not result in the cancellation of my membership immediately. Membership will be terminated on the next available pay period for contracts that have passed three (3) full months.
- I hereby request cancellation of the NDSU Wellness Center payroll deduction, which is being deducted from my monthly earnings.

**Deduction Code: 245**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Received by (Staff Initials): \_\_\_\_\_ Date: \_\_\_\_\_

Last Deduction Date: \_\_\_\_\_ Date Sent to Payroll: \_\_\_\_\_