



# WVC – RECREATION

## 25-26 Academic Quarterly membership

Auto-Payroll Deduction for Classified, Faculty, & Exempt Employees.

### Payroll Deduction Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID# \_\_\_\_\_

### Knights Auto-Payroll Membership

Knights Annual Membership includes full access to the Student Recreation Center and the opportunity to participate in recreational activities, wellness classes, intramural sports, and outdoor activities. This contract will be effective immediately and will be cancelled automatically at the end of each quarter. A separate form will be needed per quarter if this box is not checked.

By checking this box I authorize \$75 be deducted to my paycheck for an SRC membership (Classified, Faculty, Part-time & Exempt Employees).

By checking this box I authorize \$125 be deducted to my paycheck for an SRC FAMILY membership. This payment is the fee for your entire immediate family (spouse + kids only) (Classified, Faculty, Part-time & Exempt Employees).

*Cancelling your membership: Once a quarterly membership is purchased it cannot be refunded. However, your membership will still be canceled at the end of each academic quarter.*

### Knights Quarterly Membership (Steps)

- Complete this form.
- If completing a family membership provide a list of names (First + Last) of the users in your immediate family (kids + spouse only).
- **Return this form to Aaron Vaughn or SRC front desk staff.** We will then get our information and send it over to payroll.
- Staff/Faculty will use your ID to scan into the SRC
- Family members' names will be on our member list. We need proof ID to use as our check in.

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

Aaron Vaughn - Student Rec Manager - [avaughn@wvc.edu](mailto:avaughn@wvc.edu) - 509-682-6888

### For official use only

Payroll deduction request date: \_\_\_\_\_ Fax to Payroll: \_\_\_\_\_ Email to Payroll: \_\_\_\_\_