



WVC – RECREATION

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

Fall 2022 Quarter – Spring 2023 Quarter

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. I authorize \$12.50 to be deducted from each paycheck. This contract will be effective on today’s date (month/date/year) ____/____/____ and will be cancelled automatically at the end of Spring 2023.

By checking this box I authorize \$12.50 per payroll be deducted while enrolled in the Knights Annual Membership (Classified, Full-time Faculty, & Exempt Employees only).

- This contract is valid from enrollment date and will be terminated at the end of Spring Quarter 2023. If enrolled at the start of Fall Quarter 2022 the contract equivalent is \$225.00/Year (\$75.00/Quarter).

Cancelling your membership: If you wish to cancel your Knights Membership, contact the Student Rec Center Manager by email to fulfill this request. Your membership will be terminated at the end of the academic quarter from the date of the request. You must notify the student rec center two weeks in advanced to the cancellation date.

- Cancellation for Winter Quarter by: December 9, 2022
- Cancellation for Spring Quarter by: March 10, 2023
- **Mandatory** Cancellation for Summer Date: June 9, 2023

Knights Quarterly Membership (Information)

Quarterly memberships without a contract are available to all WVC employees (Classified, Full-time/Part-time Faculty, Exempt, and Part-time Hourly). If Interested complete the following:

- Register for Membership at the Registration office OR Pay in Full \$75 at the SRC front desk
- Pay at the Cashiers Office & bring receipt to SRC
- Check in at SRC with Staff cTc ID#

This authorization is irrevocable once submitted. No refunds will be issued for any reason.

Employee Signature: _____ Date: _____

Gina Shaw | Student Rec Manager | gshaw@wvc.edu | 509-682-6942

Payroll Deduction 150452	For official use only
Payroll deduction request date: _____ Fax to Payroll: _____ Email to Payroll: _____	