

WEST TEXAS A&M UNIVERSITY
Full time Faculty and Staff
Payroll Deduction Request for VHAC Membership

If you are interested in signing up for payroll deduction for your VHAC membership please fill out the following form and return it to the VHAC Office, VHAC, RM124. We will need the form before July 31, 2020 to begin your deductions the following fiscal year. Thank you.

 Print Name

 UIN

 Buff ID Number

I authorize West Texas A&M University to collect money through an automatic monthly payroll deduction to be applied to my Virgil Henson Activities Center Membership over (9) nine months or (12) twelve months (circle one), based on employment term. This authorization will remain in effect until I otherwise cancel the authorization. The payroll deduction will be October 1 through September 1 for the 2021 fiscal year. I understand that any changes or cancellation to the membership will have to be during the next annual enrollment period.

Cost: Individual - \$150/year; Family - \$225/year _____ Total amount to be deducted _____ Signature _____ Campus address/Phone number _____	Employment Term: Faculty Staff <u>9 month</u> <u>12 month employee</u> (circle one) _____ Date _____ E-mail Address _____
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<input type="checkbox"/> Please discontinue my payroll deduction _____	
Signature _____	Date _____

Please present this completed form to the VHAC Office. The VHAC office will forward the form to Personnel/Payroll Office. To be eligible for the payroll deduction plan option, this form is due to the Personnel/Payroll office by the 1st of August for the deduction to be applied on the next fiscal year payroll.

For VHAC and Payroll use only _____ VHAC Signature _____ Date _____ Payroll Action Processed/initials and date _____
