

**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, 2024 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 2025 fiscal year. I understand that any changes or cancellation to the membership will have to be during the next annual enrollment period.

Cost: Individual - \$210/year; Family - \$275/year _____ Total amount to be deducted	Employment Term: Faculty      Staff <u>9 month</u> 12 month employee (circle one)
_____ Signature	_____ Date
_____ Campus address/Phone number	_____ E-mail Address

<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	