

Wellness & Recreation Center

Member Information and Payroll Deduction Form

Please complete this form in its entirety and submit via email to Payroll & Benefits (zhoxie@ggc.edu).

- For payroll deduction membership, please submit once complete.
- For non-payroll deduction memberships please submit via email, print, and deliver with payment to Student Accounts, D-1152.
- To remove members from payroll deduction memberships, please complete this form, select the appropriate boxes below, and submit via email.
- To cancel membership please complete this form, select the cancellation box below, and submit via email.

Member Information:

Full Employee Name: _____ 9000ID #: _____

Status (Select One): Faculty Staff Contractor Affiliate

Payroll Cycle (Select One): Monthly Biweekly *Payroll Deduction Only*

GGC E-mail: _____ Phone: _____

Additional Wellness and Recreation Center Member Names: *Monthly Membership is \$10 Per Month Per Person*

Spouse/Partner:	_____	Enroll	Cancel
Dependent:	_____	Enroll	Cancel
Dependent:	_____	Enroll	Cancel
Dependent:	_____	Enroll	Cancel

Non-Payroll Deduction Payments: Check Credit Card Cash

To pay via credit card: Submit form by e-mail, print and visit Student Accounts, D-1152
To pay via check: Submit form by e-mail, print and visit Student Accounts, D-1152
Checks should be made payable to Georgia Gwinnett College
Cash can be accepted at Student Accounts only

Total Monthly Payroll Deduction:

- Total payroll deduction includes all designated Wellness & Recreation Center memberships (\$10 per membership each month)
- Biweekly employee payroll deduction amount will be split evenly between two paychecks each month
- Form must be submitted via email (zhoxie@ggc.edu)

Total Non-Payroll Deduction Payments:

- Non-Payroll Deduction includes all designated Wellness & Recreation Center memberships (\$10 per membership each month)
- Form must be submitted via email and printed for delivery to student accounts with payment

I authorize my employer to withhold from my salary the amount as indicated.

I wish to cancel my Wellness and Recreation Center membership. Please end my payroll deduction for the Wellness and Recreation Center membership. I understand that if I would like to re-activate my membership I must resubmit this form.

Your Signature is required if this form is not submitted electronically by email.



Questions? Contact us at
wellnessrec@ggc.edu
678.407.5970