

# Wellness & Recreation Center

## Member Information and Payroll Deduction Form

Please complete this form in its entirety and submit via email to Payroll & Benefits (kball@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 (kball@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.



Georgia Gwinnett  
COLLEGE

Wellness and Recreation

Questions? Contact us at  
wellnessrec@ggc.edu  
678.407.5970