

Wellness and Recreation Center

Member Information and Payroll Deduction Form

Please complete this form in its entirety and submit via email to Kyle Ball, Payroll and Benefits analyst, at 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 in Building D, Room 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: _____ Employee ID #: _____

Status (Select One): Faculty Staff

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, check or cash, print this form and visit Student Accounts in Building D, Room 1152.
Checks should be made payable to Georgia Gwinnett College.

Total Monthly Payroll Deduction:

Total Non-Payroll Deduction Payments:

- Total payroll deduction includes all designated Wellness and 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 to kball@ggc.edu.

- Non-payroll Deduction includes all designated Wellness and Recreation Center memberships (\$10 per membership each month).
- Form must be 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 about membership?
Contact wellnessrec@ggc.edu
678.407.5970