

J. B. O'Keefe Fitness Centre Payroll Deduction Authorization Form

In order to initiate payroll deduction services for an O'Keefe membership, please complete the following form and forward it to the Human Resources Office (MMH 411). Memberships are effective immediately however processing and creation of membership cards may take up to 48 hours.

Name of STU employee: _____

Description of employment (please check one):

- Full Time
- Contract If so, end date: _____

Please indicate the name(s) identifying the individuals requesting memberships

Name for Membership Card	Relationship to STU Employee

Fees to be deducted (please check one):

- Staff/Faculty – Individual Option (\$6.00/pay)
- Staff/Faculty – Couple Option (\$12.00/pay)
- Staff/Faculty – Family Option (\$15.00/pay)

I, _____, hereby authorize St. Thomas University to deduct the required membership fees from my bi-weekly pay.

Signature of Employee

Date

For office use only:

Date of Initiation: _____

- Faxed to Athletic Coordinator
- Faxed to Payroll Officer

Date of Cancellation: _____

- Faxed to Athletic Coordinator
- Faxed to Payroll Officer