

Texas A&M University Corpus Christi  
Payroll Deduction Authorization Form  
Recreational Sports Department

You may return this form in person to the Recreational Sports Office DWC 107 or e-mail to [Janie.Lara@tamucc.edu](mailto:Janie.Lara@tamucc.edu).

I, \_\_\_\_\_ ( \_\_\_\_\_ )  
Print Name Universal Identification Number

Authorize Texas A&M University, Corpus Christi to collect payment for my membership pass by choosing from the following options.

- Membership for faculty or staff - \$ 35.00 per month  
FACULTY:  9 month  12 month
- Membership Pass for Spouse/Domestic Partner or Senior Dependent - \$35.00 per month. Sponsor must have a current membership.

Total Deduction: \_\_\_\_\_

In order for deduction to occur on the upcoming check, this authorization form must be completed by the 20<sup>th</sup> of the current month. Use of facilities may begin the same day the form is completed.

If the form is completed after the 20<sup>th</sup> of the month, new members will receive the remainder of the current month gratis.

There will be no refunds for memberships. In order to cancel payroll deduction, a written request must be received by Recreational Sports. If the request is received before the 20<sup>th</sup> of the month, it will be effective for the next check. If the request is received after the 20<sup>th</sup> of the month, deduction from the check will end with the 2<sup>nd</sup> check from that date.

I agree to comply with the policies and procedures set forth by the Recreational Sports Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Recreation Sports Use Only

\_\_\_\_\_  
Date

\_\_\_\_\_  
Posted

\_\_\_\_\_  
Initials

State law requires that you be informed of the following (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected no charge to you.

## Frequently Asked Questions

**Q: How are rates for faculty and staff determined?**

**A:** The membership fee is the same rate that students pay in their fees. Students voted to charge \$175 per semester beginning in Fall 2015. It is part of Texas law that non students pay a fee that is not less than the fee that students pay.

**Q: Why is there no deadline for the Fall, Spring or Summer registration?**

**A:** Faculty and staff are eligible to enroll at any time during the year.

**Q: Are affiliates or alumni eligible to enroll in the payroll deduction program?**

**A:** No, all participants must be employed by Texas A & M University – Corpus Christi.

**Q: How soon can I use the Recreational Sports facilities and/or Programs after I sign up with the payroll deduction program?**

**A:** When you sign up, you will receive a receipt from the Recreational Sports staff. Use this receipt until your SandDollar card is activated (approximately 3 business days).

**Q: Are students eligible for the payroll deduction program?**

**A:** No, the Recreational Sports fee is included in their student fees.

**Q: Can I have my account deducted for my significant other or senior dependent?**

**A:** Yes, your account can be deducted for a significant other or senior dependent. You must have a current membership in order to do this.

**Q: Can my spouse/domestic partner or senior dependent participate in Group Fitness Classes?**

**A:** Yes, they can participate in the Group Fitness Classes. They will need a membership to use the facility and to participate in Group Fitness Classes.

**Q: What if I no longer want to participate in the payroll deduction plan?**

**A:** Please give written notice to the Recreational Sports office (or email to [Janie.Lara@tamucc.edu](mailto:Janie.Lara@tamucc.edu)). You will not receive a refund for the current month. If the request is received after the 20<sup>th</sup> of the month, deduction from your check will end with the 2<sup>nd</sup> check from that date.

**Q: What is my universal ID number?**

**A:** All employees have been issued a universal ID number to take the place of their social security number by Human Resources. Please contact HR if you do not know your number.

**Q: Can I purchase personal training or a locker through payroll deduction?**

**A:** At this time, payroll deduction can only be used for membership. You must possess a membership prior to purchasing personal training sessions or a locker.