



Cancellation of Payroll Deduction Authorization

FACULTY/STAFF NAME: _____
PLEASE PRINT YOUR NAME LEGIBLY – AS IT APPEARS OF YOUR PAYCHECK

EMPLID: _____ BANNER #: _____
(Example: @000123456)

DATE OF BIRTH: _____ UTSA EMAIL ADDRESS: _____

UTSA PHONE #: _____

SPOUSE/DOMESTIC PARTNER NAME: _____

BANNER / REC ID #: _____ DATE OF BIRTH: _____
(Example: @000123456 / S1234567)

EMAIL ADDRESS: _____ PHONE #: _____

My signature below indicates my intention to terminate payroll deduction for payment of Recreation Center Membership and / or locker fees. Should I desire to continue my UTSA Recreation Center Membership, I will pay for continued membership with cash, check or UTSA Card.

This membership expires at the end of _____.
MONTH / YEAR

Requests for change or revocation of payroll deduction must be submitted by completing this form at the Membership Services Desk in the UTSA Recreation Center. I understand that if said request is submitted on or before the fourteenth (14th) day of the month, the revocation will go into effect immediately, my membership will be valid through the last day of the current month, and no further deductions will be made.

Otherwise, one additional deduction will be made on the first of the following month and my membership will be valid through the last day of that month. **Payroll deduction deadlines are based on payroll cut-off dates; thus, refunds will not be issued.** Should my UTSA employment be terminated, I understand there are no prorated refunds and I will not have facility access after my termination date. Further, I understand Campus Recreation membership and locker rental rates are subject to change in September of each year.

SIGNATURE: _____ DATE: _____

Campus Recreation Staff Name (staff member receiving the form): _____

**TO BE EFFECTIVE THE 1st OF FOLLOWING MONTH, NEW MEMBERSHIPS AND CANCELLATIONS MUST BE RECEIVED BY THE 14TH OF THE CURRENT MONTH FOR PROCESSING BY THE PAYROLL OFFICE.
RETURN THIS FORM TO: Campus Recreation, Attn: Haylee Lee, Fiscal Specialist
Phone: 210-458-6379, e-mail: haylee.lee@utsa.edu**