



Payroll Deduction Form

Today's Date:

Address:

Member Name:

Phone Number:

V Number:

VCU RECREATION AND WELL-BEING (RECWELL) PAYROLL DEDUCTION IS ONLY OFFERED TO FULL-TIME VCU EMPLOYEES WHO ARE PAID FROM THE MONROE PARK CAMPUS PAYROLL DEPARTMENT. EMPLOYEES PAID FROM THE VCU HEALTH SYSTEM ARE NOT ELIGIBLE FOR PAYROLL DEDUCTION. HOURLY EMPLOYEES ARE NOT ELIGIBLE FOR PAYROLL DEDUCTION.

Full Membership: members receive access to all RecWell facilities during all open hours

Ram Express Membership: members receive access to all RecWell facilities Monday through Friday from opening until 1pm and all hours on Saturday and Sunday.

MARK THE PAYROLL DEDUCTION OPTION YOU WOULD LIKE TO CHOOSE IN THE BOX PROVIDED.

PLEASE CHOOSE ONLY ONE OPTION.

IF YOU HAVE CHOSEN AN OPTION THAT INCLUDES AN ADDITIONAL ADULT, YOU WILL RECEIVE A COMMUNICATION FROM OUR RECWELL STAFF WITHIN FIVE (5) BUSINESS DAYS REQUESTING MORE INFORMATION ABOUT YOUR ADDITIONAL ADULT INCLUDING A USAGE AND POLICY WAIVER REQUIRED BY OUR DEPARTMENT.

FOR QUESTIONS PLEASE E-MAIL RECWELL@VCU.EDU OR CALL 804-828-9489

Membership Type		Bi-Monthly	Monthly
R1	Faculty/Staff Full Membership	\$15.00	\$30.00
R5	Faculty/Staff Ram Express Membership	\$10.00	\$20.00
R4	Faculty/Staff Full Membership with Additional Adult Full Membership	\$35.00	\$70.00
R8	Faculty/Staff Full Membership with Additional Adult Ram Express Membership	\$30.00	\$60.00
R9	Faculty/Staff Ram Express Membership with Additional Adult Full Membership	\$30.00	\$60.00
R7	Faculty/Staff Ram Express Membership with Additional Adult Ram Express Membership	\$25.00	\$50.00

VCU Recreation and Well-Being offers several term-membership options that are less expensive than the payroll deduction options. Term memberships must be paid for in full and must be purchased in-person at the Membership Offices at either Cary Street Gym or MCV Campus Rec Center.

I understand that use of the payroll deduction option through the choices I have selected for RecWell membership will be continuous until I choose to change the options or cancel the membership. I understand if I should separate employment from VCU, that my membership will be canceled immediately. I will be personally responsible for any balances owed RecWell of VCU in case I do not fulfill the payroll deduction requirements. Employees on authorized leave of absence must make payment arrangements with RecWell to maintain current membership. Failure to make payment arrangements will result in termination of membership(s).

All cancellation requests must be made through the cancellation portal on the RecWell website. In addition to the Google doc, members requesting cancellation are required to fill out the Payroll Deduction Cancellation Request Form provided at the end of the aforementioned Google doc. Cancellation requests made mid-pay period will be honored as of the last date of that pay period. Facility access termination will mirror that date. Members will receive a confirmation e-mail from RecWell confirming their last day of access in addition to confirmation of the last paycheck the member will see RecWell deductions.

Participants Signature: _____

Date: _____

FOR OFFICE USE ONLY:
Application processed by _____ ADMINISTRATIVE REVIEW _____ Date _____

For payroll use only: ORIGINAL – RECWELL, COPIES: – PAYROLL DEPARTMENT, PARTICIPANT

ELEM	BAL CD	AMOUNT +/-	TRAN CODE	ELEM NO	BAL CD	AMOUNT +/-	TOTAL AMOUNT +/-

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