



VCU

Recreation and Well-Being

Payroll Deduction CANCELLATION Request Form

1. Fill out the form.
2. Print, sign, scan, and send back to RecWell@vcu.edu

(If you do not have access to a scanner, a clear photo of the filled out and signed form will be sufficient.)

Note: once the membership team receives your cancellation request you will receive a confirmation e-mail documenting the receipt of your request. This e-mail will also provide confirmation of your last day of membership. Your cancellation will be honored based on the last day of the current payroll period according to VCU's payroll schedule.

Today's Date:

Address:

Member Name:

Phone Number:

V Number:

Select an Action: Cancel My Membership

Cancel Additional Adult Membership Only

Cancel Additional Minor Membership Only

Cancel All Memberships Associated With My Account

Other: _____

Signature:

FOR OFFICE USE ONLY

E-mailed to payroll department on _____