



**Campus  
Recreation**

A&M-COMMERCE

## Faculty/Staff Payroll Deduct Cancellation Form

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Last Name

First Name

Middle Initial

CWID

UIN

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### Cancellation Agreement

I would like to cancel my payroll deduct authorization and would like to discontinue my membership to the Morris Rec Center. I understand that this form needs to be received by Campus Recreation by the 5<sup>th</sup> of the month in order to cancel the upcoming payroll deduction and that it is turned in later than the 5<sup>th</sup> I will have to go through an additional months cycle before it is cancelled. I understand, as stated in the original payroll deduct membership form, that payroll deduct is reactive and I will be deducted one last time to cover for the current month. I understand once payroll deduction is cancelled I will have to wait 12 calendar months before I can begin it again. Any membership purchased within that time frame will need to be paid by semester upfront in its entirety without any proration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### OFFICE USE ONLY

Received by \_\_\_\_\_

Emailed to Payroll \_\_\_\_\_

Membership Expires \_\_\_\_\_