MEMBERSHIP/PAYROLL DEDUCTION FORM

UNM Banner ID: ______________________ NAME: ______________________________

Current Status (circle one): Full-Time  Part-Time  Emeritus/Retiree  Post-Doc  Other____

It is hereby mutually understood and agreed that for the purpose of University Club Membership, the Employee authorizes the UNM Payroll Office on behalf of the University Club to:

COMMENCE $7.00 per month payroll deduction*, effective _______/_______(MM/YYYY).

OR

PAY BY CHECK  $7.00 per month for ______ months, effective _______/_______(MM/YYYY)**

OR

TERMINATE payroll deduction effective ____/____/_____ (MM/DD/YYYY).

The deduction specified above shall continue unchanged, unless the Employee gives 30 days written notification for cancellation of the membership deduction or until the employee changes employment status.

Special NOTES:
*Bi-Weekly: Dues will be drawn on the first paycheck of the month only.
For 9 /10 month contract employees, a double deduction will be taken in May and August.
** Pay by check option available for Retirees and Adjunct Faculty only.

Signature: _____________________________ Date: __________________________

Employee e-mail: ___________________________ Phone: ______________________

Please sign and send this form to:
Monica Lopez, at mslopez@unm.edu, or via CAMPUS MAIL:
UNM University Club
MSC02 1620
Albuquerque, NM  87131-0001

THIS DOCUMENT DUE TO UNM PAYROLL OFFICE
NO LATER THAN THE 15th OF THE MONTH

Payroll Deduction Code: ___G14____ (PAYROLL OFFICE USE ONLY)