**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**](mailto: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)