

FITNESS REIMBURSEMENT FORM –



FITNESS CENTER

To enroll in this benefit, include with this form a receipt of your payment (if paying upfront) or a copy of your contract (if making monthly/quarterly payments) for the membership.

- Complete the *Associate Information & Signature* portion of the form. Have a club representative complete the *Fitness Center Membership Information* portion for membership fees reimbursement.
- Return this form and proof of purchase to the Benefits Department by January 31 each year or within 30 days of signing up for a membership.

Monthly Requirements For reimbursement:

- Associates must attend the fitness center at least 10 times per month. At the end of the month, Associates must turn in their completed Tracking Card or a utilization report from the gym showing their attendance **within the first ten (10) business days of the following month**. Depending when payroll ends, reimbursement will be applied on the first week's payroll.
- Submit proof of payment each month, if paying monthly.

Notes:

- Reimbursements are contingent on the Associate's attendance. Associate must attend the fitness center at least 10 times per month to receive reimbursement.
- All reimbursements are subject to applicable federal, state, and local taxes.

ASSOCIATE INFORMATION

Name: _____

Associate ID: _____

Facility Location: _____

FITNESS CENTER MEMBERSHIP INFORMATION

Fitness Center/Gym Name: _____

Duration of the Membership: _____

Membership Type: *Please Circle*
Adult/Family/Household/Couple/Other: _____

Cost: \$ _____ per month

MY CLUB MEETS THE DEFINITION: "A QUALIFIED, FULL-SERVICE HEALTH AND FITNESS CLUB IS A FACILITY WITH CARDIOVASCULAR AND STRENGTH TRAINING EQUIPMENT AND FACILITIES FOR EXERCISING AND IMPROVING PHYSICAL FITNESS."

PLEASE CIRCLE: YES NO

SIGNATURE

Signature of Associate: _____

Date: _____

Signature of Club Representative: _____

Date: _____

GRANDE HR USE ONLY

Date Received: _____ Membership Year: _____

New Enrollee: Y/N

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Contact: Haleigh Lenz – Haleigh.lenz@grande.com - (920) 952-7371