

Cancellation or Change of Status

Preauthorized bank deductions, credit card deductions or corporate member payroll deductions

MEMBER INFORMATION

Name: _____ Phone: (H) _____ (W/C) _____
Address: _____ City/Town: _____ Postal Code: _____

PAYMENT INFORMATION

Bank Deductions Credit Card Deductions Bi-Weekly Deduction
 Payroll Deduction – Employer: _____ Monthly Deduction

CHANGE OF STATUS Adding or dropping another membership or change to current membership

- ♦ Change membership payments from \$ _____ to \$ _____ per deduction
- ♦ Reason for change of status: _____
- ♦ List of all members and memberships under your payment, including changes.

Members: _____ Memberships: _____

If you are adding an additional member or upgrading a membership you must pay an interim fee per member, interim fee will not exceed the regular monthly payment amount.

CANCELLATION

Cancel membership payments of \$ _____ per deduction

Members: _____ Memberships: _____

I understand that:

Bank or Credit Card Deductions - 2 weeks written notice is required in advance of the next payment date for any cancellation or change of status requests.

Payroll Deductions - 4 weeks written notice is required in advance of the next payment date for any cancellation or change of status requests. A membership is effective immediately upon sign up, but deductions may not start for up to 2 pay periods due to payroll submission dates. When a membership is cancelled it is effective the date written notification is submitted, but due to payroll submission dates deductions may continue for up to 2 pay periods.

Signature: _____ Date: _____

Office Use Only: Processed by: _____ Date: _____ Filed by: _____

New payment amount: \$ _____ Date sent to outside org: _____

MUN: Change Corp MURC from \$ _____ to: \$ _____ Date sent to MUN Payroll: _____