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| Name: |   |
| Department: |   |
| Contact Number: |   |
| E-mail Address: |   |
| Home City, Zip |  , Georgia \*Needed to process check request only  |
| Quarter (select one) | □ Sept-Nov | □ Dec-Feb | □ Mar-May | □ Jun-Aug | Year: **2021**  |

The City of Roswell wants employees to achieve a healthier lifestyle with exercise. The City of Roswell will reimburse employees up to $15 a quarter towards their membership to BJCAB.

In order to receive reimbursement, the employee must:

* Register and pay through the Rec and Park Department located on the 1st floor at City Hall.
* Pay the $5 monthly fee. (There is no prorating of this fee.)
* Workout and sign-in at the BJCAB Fitness Center at least 1x each month. (Please put COR beside your name.)
* The employee must submit this reimbursement form to HR within 10 days of the last day in the last month in the quarter.

**Quarters: Months: Form due to HR by:**

Fall September – November December 10

Winter  December – February March 10

Spring March – May June 10

Summer June – August September 10

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**For the Employee:**

I certify that I paid and was actively participating at the BJCAB for the quarter that I am requesting reimbursement. I understand that falsifying this document may result in disciplinary action up to and including termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap to enter a date.

Signature Date