[](https://www.bing.com/images/search?view=detailV2&ccid=JDA1KGT%2b&id=DD26F9C381B894AA9174FA443D0E6EEAF2370AF4&thid=OIP.JDA1KGT-W2Yi4fQsEJOasQHaE2&mediaurl=https://s3-eu-central-1.amazonaws.com/centaur-wp/designweek/prod/content/uploads/2018/09/27145358/ww-brand.jpg&exph=492&expw=750&q=weight+watchers+logo+2018&simid=608006839112763405&selectedIndex=5)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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