



**Wellness Benefit – Check Made to Facility**

*To promote employee health and fitness, Imagine! subsidizes employee annual membership or punch card fees at approved fitness or weight loss facilities.*

- An approved facility is one that promotes cardiovascular and skeletal-muscular fitness and/or weight loss through a variety of activities and resources. Approval is made by the HR Department.
- A check will be made to the facility.
- Fee documentation must accompany this application. Certain facilities must also provide a valid W-9 form prior to payment.
- Imagine! will pay 100% of the cost of approved memberships and punch cards, up to the approved maximum of \$200 per year for a full time employee. The maximum annual benefit for a part time employee will be 100%, up to \$100.
- The Wellness Benefit is intended to benefit the employee, not members of their family or household.
- The value of the cash benefit is taxable income to the employee.
- Eligible employees may use this benefit no more than once every 12 months.
- Checks can be picked up from the Business Office in the Dixon Building.

**I understand the above terms for the Wellness Benefit:**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Hours/Week \_\_\_\_\_

Facility Name/Payee \_\_\_\_\_

Facility Address \_\_\_\_\_

Cost of employee membership \$ \_\_\_\_\_

**For HR Use Only**

Imagine! contribution to membership or punch card \$ \_\_\_\_\_

Human Resource Signature \_\_\_\_\_ Date \_\_\_\_\_