

Southwest Key Wellness Warriors Program

# Fitness Membership Reimbursement Form 2018-2019



This activity falls under the **Healthy Choices** (*Weapon of Choice*) banner in the Wellness Warriors Program

## EMPLOYEE INFORMATION

Program Location/Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## FITNESS MEMBERSHIP REIMBURSEMENT

Fitness Center Name: \_\_\_\_\_ Fitness Center Phone #: \_\_\_\_\_

Monthly Fitness Membership Fee: \_\_\_\_\_

Please **circle** the quarter months you are requesting:

**Quarter 1**

August, September, October

**DUE: November 1, 2018**

**Quarter 2**

November, December, January

**DUE: February 1, 2019**

**Quarter 3**

February, March, April

**DUE: May 1, 2019**

**Quarter 4**

May, June, July

**DUE: July 31, 2019**

**PLEASE NOTE:** The max amount to be reimbursed monthly is **\$40**. This monetary incentive is considered as taxable income. Taxes will be deducted from your payroll check.

### Activity requires a minimum of 8 calendar days of attendance per month

Please submit **ALL THREE (3)** requested items below, when claiming your Fitness Membership Reimbursement.

1. Fitness Membership Reimbursement Form
2. Fitness Membership Attendance Log (**reflecting a minimum of 8 calendar days of workouts per month**).
3. Fitness Membership Invoice

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wellness Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Wellness Reimbursement Schedule

Eligible Months	Deadline	SWK Payout Date	Workforce Payout Date
Aug, Sept, Oct	Nov. 1st	Dec. 1st	Dec. 8th
Nov, Dec, Jan	Feb. 1st	March 1st	March 8th
Feb, Mar, Apr	May 1st	June 1st	June 8th
May, June, July	July 31st	August 16th	August 23rd

Submit form to: SWK Wellness Program  
Email: [wellness@swkey.org](mailto:wellness@swkey.org) • Fax: 512.582.9532  
Address: 6002 Jain Lane, Austin, TX 78721

This form for the Wellness Program plan year of 2018-2019 must be received by:

# July 31, 2019

NOTE: Please note that any incentive requirements not completed during the time of your employment are not eligible for reimbursement, and any completed incentives that are not properly and timely submitted for reimbursement will be forfeited. REV.12/18