THINGS CITY EMPLOYEES SHOULD KNOW ABOUT THE FITNESS PROGRAM

• **Check-In** - Be sure to check in *each* time you use the Sports Center. In addition to following the Sports Center’s established procedures, this will help us keep track of the success of this program.

• **Membership** - Includes unlimited group exercise classes (14 years & older), a fitness orientation (13 years & older), towel service, use of locker/shower room, gymnasium, weight training center, cardio fitness center, sun deck, and two indoor pools.

• **Tax Issue** – The Internal Revenue Service views the Membership as taxable income. This means that the dollar value of the Membership must be reported to the IRS. When an employee takes advantage of this benefit, Accounting must be notified. At the end of the year, the employee’s W-2 will reflect this income in two places. The box which shows Wages, Tips & Other Compensation will include the appropriate amount, along with all other reportable income (salary, uniform allowance, etc.). The appropriate amount will also appear alone in the box showing Taxable Fringe Benefits. Employees who would like to adjust their W-4 withholdings to accommodate this change may do so in the Accounting Office.

• **Renewal of Membership** – Take careful note of the expiration date of your Membership. It is *your* responsibility to renew your Membership. To do this, you will need to go through the Fitness Certification procedure again.

• **Annual Notification** – If your Membership is good for two or more years, you will be notified annually of the automatic continuation. If you decide that you do not want to continue your Membership, you will have a period of time in which to notify the Sports Center. If you do not notify the Sports Center by the given deadline, your pass will be automatically continued and the annual fee will again be included in your reportable earnings.

• All rules of the Sports Center apply to you. There are handouts in the lobby which will clearly state these rules.

MOST OF ALL, ENJOY YOUR MEMBERSHIP AND STAY HEALTHY!