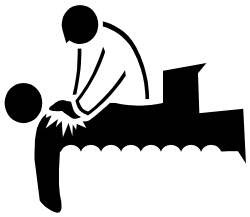
Please return form to GX 225

MASSAGE THERAPY PAYROLL DEDUCTION FORM



Appointments: Please leave a message at extension x14466 with your name, phone number, and time, date and therapist for the requested appointment and your call will be returned as promptly as possible. On the day of your appointment, the therapist will meet you in the lobby area of building GX. Please wait in the lobby of GX at your scheduled time and the therapist will escort you to the massage therapy office.

Cost: Cary On-Site Massage Therapy **$32.50 for 30 minutes**
$55.00 for 60 minutes
$82.50 for 90 minutes

Payment policy: All payments for on-site Massage Therapy are through payroll deduction only. Fees are never deducted until the day of the massage. SAS benefit plans cover massage therapy when deemed a medical necessity by an eligible health care provider. In order to qualify for insurance coverage, an employee must submit a referral from an eligible health care provider before claims can be reimbursed. The BC/BS Plan requires that the medical referral be renewed annually and a copy is on file with the Massage Therapy Department. Please contact the SAS Benefits department directly at x19090 for questions on coverage.

Cancellation Policy: **Since our therapists' time is limited and in demand, 24 hours advanced notice is required to cancel a massage appointment and not be charged for it. If less than 24 hours notice is given, you will be charged for the appointment unless we are able to fill that time slot with someone else. If a courtesy reminder has not been sent, it is still the responsibility of the client to show up for the appointment.**

Gift Certificates: Gift certificates are good for 1 year, the employee will not be charged until the recipient has redeemed the certificate. It is the responsibility of the person calling to make the appointment to indicate that a gift certificate is being used as payment. Gift certificates may be given to employees or non-employees, but all recipients must be at least 18 years old and must have filled out a massage questionnaire form prior to the start of the appointment. If the gift certificate recipient is a non-SAS employee, the hosting employee must remain in building GX for the duration of the massage.

Please check one or more of the following options:

- ❑ I hereby authorize SAS Institute to deduct charges for any massage therapy appointment I make for myself over the next 12 months according to the cost structure listed above.
- ❑ I hereby authorize my (circle one) spouse/partner: _____ to make massage therapy appointments directly with SAS On-Site Services and agree that the charges may be deducted from my payroll.
- ❑ Please place this form on file as gift certificate documentation for (name)_____ in the amount of $_____. I hereby authorize SAS to deduct the charge from my payroll when the gift certificate is redeemed.

By signing below I agree to adhere to all massage policies.

_____ _____
Employee's name (please print) **Extension**

_____ _____ _____
Employee's signature **Employee ID#** **Today's Date**