

Employee Information:

Employee Name: _____ Email: _____

Agency: _____ County: _____

Date of Birth: _____ Employee ID# : _____ Last 4 Employee SSN: _____

Spouse Name*: _____ **If submitting spouse, remember 1 form per household*

Gym Information (including Orange Theory, Yoga, Jazzercise, Curves etc.):

Gym Name: _____ Gym Telephone #: _____

Gym Address: _____

Proof of Attendance

- **Attach a print out from your gym providing proof of attendance.**
- Your proof of attendance must include your name, your gym name, and the dates visited each month.
- You must attend a single gym a minimum of 8 times per month to receive reimbursement.

Proof of Payment

- **Attach a print out providing proof of payment.**
- Your proof of payment must include your name, your gym name, and the amount paid each month.
- Proof of payment must be provided for all months and/or class dates requesting reimbursement.

Amount Requested:

Amount requested for reimbursement: \$ _____

Required Signature:

Employee Signature: _____ Date: _____

My signature above affirms that all of the information on this form is full, complete and true. False statements are considered fraud against the plan.

Return this form to: Franklin County Human Resources—Benefits & Wellness

Attn: Gym Membership Reimbursement
373 S. High Street, 25th Floor
Columbus, OH 43215

-OR-

ThriveOn@franklincountyohio.gov

1. Why is the Gym Membership Reimbursement Program being offered?

We are offering gym membership reimbursement to encourage you to take steps to improve your health. Physical activity is an important part of overall health and well-being: we want to help you get and stay fit!

2. Who is eligible to receive the gym membership reimbursement?

All employees and spouses/domestic partners enrolled in the Franklin County Cooperative health plan are eligible to receive reimbursement. Only one reimbursement allowed per household, per quarter.

3. How do I apply for a gym membership reimbursement?

- Print and complete all sections of the Gym Membership Reimbursement Form found at: <http://bewell.franklincountyohio.gov>.
- Provide proof of payment for your membership and proof of attendance at your gym.
- Submit your completed form with proof of payment and attendance to Franklin County Human Resources - Benefits and Wellness via mail (373 S. High Street, 25th Floor Columbus, Ohio 43215) or e-mail ThriveOn@franklincountyohio.gov. **Please submit only one form per household, per quarter. You will only be reimbursed for those months you can verify payment and activity. Forms must be submitted by the deadline each quarter to earn reimbursement for that quarter.**

Quarter:	Activity Dates:	Form Submission Deadline:	Payroll Date:
1st	January 1, 2018—March 31, 2018	April 20, 2018	May 25, 2018
2nd	April 1, 2018—June 30, 2018	July 20, 2018	August 17, 2018
3rd	July 1, 2018—September 30, 2018	October 19, 2018	November 23, 2018
4th	October 1, 2018– December 31, 2018	January 18, 2019	February 15, 2019

4. How much will be reimbursed? How often do I have to go to the gym?

For each month in which you visit a single gym on **at least 8 different days**, you will be reimbursed the cost of your gym membership, **up to \$25 per month**. It must be the same person visiting the gym each time. **We will not reimburse annual fees.**

5. What if I miss the submission deadline?

We will not extend any deadlines. We will only reimburse for activity in the date ranges listed for that quarter. If you do not submit a form by the listed deadline of any quarter, you will miss out on the reimbursement opportunity for that quarter.

6. What types of gym expenses are eligible for reimbursement?

⇒ Full-service gyms that offer a variety of physical activities, including:

- Cardiovascular (treadmills, stationary bikes, elliptical machines, stair climbing machines, aerobics classes)
- Strength (weight machines, free weights, toning classes)
- Stretching (padded areas for stretching, resistance bands, yoga or Pilates classes)

⇒ Boutique-style gyms or studios including Jazzercise, Curves, Orange Theory, Yoga, etc.

Fees for fitness clubs (such as boxing or running) and race entry fees are not eligible for reimbursement at this time.

7. How will reimbursement be paid to me?

Your reimbursement will be processed through payroll and included as additional taxable income on your paycheck.