



Troy Community Center

Recreation Pass Extension/Cancellation/Change Request Form

Last Name _____ First Name _____

Address _____ Primary Phone Number _____

Primary Email Address _____ @ _____

Current Status: ___ Resident ___ NR Employee ___ Non Res ___ Senior ___ Low Income ___ Disabled

Current Pass Type: ___ Annual ___ Annual (Matinee) ___ Recreation Pass ___ Recreation Pass (Matinee) ___ Single Month
___ Passport ___ Passport (Matinee)

Request (Must be made 30 days in advance of billing date)

- Extend Current Membership** – Renew my current pass type as listed above.
- Change Current Status to:** ___ Resident ___ NR Employee ___ NR ___ Senior ___ Low Income/Disabled
- Change Current Pass Type to:** : ___ Annual ___ Annual (Matinee) ___ Rec Pass ___ Rec Pass (Matinee) ___ Single Month
___ Passport ___ Passport (Matinee)

_____ (Patron's Initials) I have received a copy of the Fitness Passport class schedule.

CANCEL Current Pass and Electronic Funds Transfer Service (EFT): Only for pass holders enrolled in the EFT service. This request must be received 30 days prior to next EFT transaction.

List **ALL** family members to be canceled: _____

- Change EFT** – Complete new EFT agreement form and submit 30 days prior to the next EFT transaction.
- Change of Address** – List new address at top of form.
- Pass Freeze** – A pass freeze is extended to pass holders for a minimum of three months to maximum of six months. Freeze to begin and end on 1st of the month.
Start Date _____ End Date _____ EFT Restart Date _____ Patron's Initials _____

Reason for Cancellation or Freeze: _____

The City of Troy reserves the right to refuse any request for cancellation.

Customer Signature _____

Date _____

Office Use Only

HH# _____ Paid _____ Cash Check Credit Card Taken By _____ Date _____

Month for Cancellation to Be Effective _____

Notes: