

Membership DROP-OFF

A \$10 administrative fee is applicable to drop off a family member if less than two weeks notice is not provided prior to the next billing date.

Members Name: _____ Date of request: _____

Drop Off Name: _____ Effective: _____

Relationship: _____ Next Billing Cycle: _____

Member's signature: _____ SVAC Signature: _____



Internal Use Only

(MSD Staff: please check off to confirm steps have been completed)

- Administration fee charged if applicable.
- "Next dues post" edited.
- Expiry date edited.
- "Check Expiry" message added to Drop-off's account.
- Change category of *remaining* Family Members (S, S+1, etc.) to reflect Drop-off.

Checked by: _____ Date: _____