

## REQUEST FOR MEMBERSHIP CANCELLATION

We're sorry to see you go, but we wish you all the best in life and health.

### **Cancellation Policy:**

In order to cancel your membership a 5 day written notice is required. To cancel on the 1<sup>st</sup> day of the following month, your written notice must be submitted by the 25<sup>th</sup> day of the current month.

Your request may be filled out at the HRC Office, through fax (620-277-2420) or email to [hrcwellnessdir@wbsnet.org](mailto:hrcwellnessdir@wbsnet.org) using **cancellation form**.

Upon cancellation, you will be responsible to pay for any unpaid balance due. Please note, if you are set up for credit card draft your account will be charged accordingly.

For additional information regarding our cancellation policy or changes to your account, please call 620-277-2152 or stop by the business office at 106 Wiley Street, Holcomb, KS 67851. Please allow 3-5 days for your request to be processed.