

PAYROLL DEDUCTION AUTHORIZATION

☐ Annual Permit:

☐ Quarterly Permit: (Circle only one) Fall / Winter / Spring / Summer

I would like my parking privileges to begin: _____ (MM / DD / YY)

PERMIT TYPE: ☐ Yellow ☐ Blue ☐ Clean Fuel ☐ X Permit ☐ Weekend ☐ Night

☐ 2 Person Carpool Carpool Member Name 1: _____

Carpool Member Name 2: _____

☐ 3 Person Carpool Carpool Member Name 3: _____

P/R Deduction taken as: ☐ Pretax ☐ Aftertax

Payroll Status: ☐ Biweekly ☐ Monthly

Employee Name: _____
Last Name First Name

University I.D. No: _____

Home Address: _____
Number Street Apt.

Phone: (Work): _____

City State Zip Code

Phone (Home): _____

Employee's Dept: _____

Name of Coordinator: _____

PLEASE READ THE FOLLOWING CAREFULLY:

I authorize deductions to be taken from my payroll earnings in payment for the duly scheduled fee for the type of parking permit issued to me. I understand that this deduction is subject to the following conditions.

- For annual permits, this authorization is permanent until canceled. I understand that it is my responsibility to submit a payroll deduction cancellation form before deductions cease. Cancellation requests will be accepted upon return of the current parking permit and gate entry card. If the parking permit and gate entry card are not returned, a non-return fee for both items will be deducted from any refund amount due. Subsequent use of the current permit may result in a citation.**
- Leave of absence and/or employment status change: Employees who separate from the University or go on disability, maternity or sabbatical leave must return their parking permit, gate entry card and submit a payroll deduction cancellation form prior to departure. For a short term leave of absence and continuation of parking privileges, payment arrangements must be made prior to departure.
- Parking deductions are taken in advance, and your first deduction will include at least the pro-rated monthly fee for the month the permit is issued (Retro Parking Fee) and the full monthly fee (Regular Parking Fee) for the following month.
- For quarterly permits, a one-time payroll deduction will be taken from the first applicable pay check of the specific quarter.
- Payroll deduction eligibility: Employees (student & non-student) must be employed with the University at least 40% time for the entire period the permit is valid.

Employee Signature: _____
Employee Signature Date

For CSR use only:

FOR PARKING SERVICES USE ONLY

Application No: _____ Area: _____

Temp permit # issued: _____ From _____ to _____ CSR initial: _____

% of Appointment: _____ Appt. Period: From _____ to _____ Date EDB checked: _____

For A/R Staff use only:

PD effective date: _____ GTN: _____

GTN: _____ Retro Deduction: _____

Date entered on-line: _____ A/R staff initial: _____