

## Start Payroll Deduction Form

THIS PAGE MUST BE PRINTED, COMPLETED AND RETURNED TO  
PARKING SERVICES, BUILDING 52

Please note that payroll deduction is available to full-time and part-time faculty and staff, not to student employees.

### PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_

Faculty

Full-time

N#: \_\_\_\_\_

A&P

Part-time

USPS

OPS

**I desire the following category of permit for 2015-16 (only allowed 1 except for addition of motorcycle):**

\$250.00  Faculty/Staff

\$95.00  Gray Lot

\$160.00  Blue Lot

\$65.00  Motorcycle

\$95.00  Night Blue Lot

(prices include 7% sales tax)

All permits expire August 15, 2016

**Please provide my permit as a:**

Hangtag

Fixed decal

Permit number \_\_\_\_\_ received. (Office Use Only)

**Please choose one of the following payroll deduction options:**

**Regular pay deduction.** 1/24 of the annual cost of the permit will be deducted from each payroll including the third payroll of the month starting with the first payroll in September or the payroll immediately following mailing/pick-up of the permit, whichever is later. The last two payrolls in August will not be charged.

**One-Time payroll deduction.** Full permit cost will be deducted from the first payroll in September or the payroll immediately following mailing/pick-up of the permit, whichever is later (cost will not be prorated for partial year).

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**If an individual terminates employment with the University and does not return the permit, the full amount owing will be taken from the final payroll.**