



Parking Fee Payroll Deduction Form

Employee Name _____
Last First Middle Initial

Banner ID # A _____ Campus Phone _____ Campus Box _____

Please indicate below by checking the appropriate box which Payroll your deduction will process under.

PARKING FEE DEDUCTION RATES		
Payroll	Annual Fee	Deduction Schedule and Amount
<input type="checkbox"/> Faculty/Admin/Staff (monthly)	\$61.00	12 Pays Annually \$5.09 *
<input type="checkbox"/> Clerical & Support Staff (semi-monthly)	\$61.00	12 Pays Annually \$5.09 *

* Note: The deduction amount may vary based on a change in the parking fee rate schedule and/or rounding.

Please check one of the election boxes below; then sign, date, and submit this form to the Office of Human Resources in the Browning Building (P O Box 4507). Human Resources will then provide a copy of the form to Public Safety. The parking decal will be issued by Public Safety.

Election Boxes

I accept the parking benefit on a pre-tax basis offered via payroll deduction.

I understand that consistent with existing University guidelines, the amount of the pre-tax deduction is subject to change.

I agree to return my parking permit should I terminate employment with the University or change status and understand that failure to do so will result in the revocation of all University parking privileges associated with the permit.

Note: Adjunct, Student, and Temporary employees are not eligible for the benefit of having their parking decal expense payroll deducted. The final determination for benefit eligibility will be made by the Austin Peay State University Office of Human Resources.

I wish to terminate my pre-tax parking benefit. I understand that my payroll deduction will stop once I have **returned my parking decal to the Office of Human Resource (Browning Building)**. If my election occurs in the middle of a pay cycle, I understand that it will become effective during the next pay cycle.

AUTHORIZATION

I understand that this authorization replaces any prior authorization and will remain in effect indefinitely unless cancelled by me through submission of a properly completed Parking Fee Payroll Deduction Form.

Employee Signature

Date