

Payroll Deduction Enrollment and Change Form

Customer Information

Please print with black or blue pen only.

OSUID Not SSN, 8 or 9 Digits

Name Last, First, M.I.

Mailing Address Street, City, State, Zip

Email Address

Phone Number

Permit Type

Annual Fee

The University maintains a Pre-Tax Parking Program (Program) for eligible faculty and staff. Under the Program, eligible faculty and staff may purchase parking permits with pre-tax dollars.

Terms and Conditions

Eligibility: You are eligible to participate in the Program if: (1) you are a faculty or staff member who is employed by the University in a Regular or Term appointment for at least nine (9) months; and (2) you have standing hours of more than five (5) hours per week. Note that Temporary employees and student employees (other than Graduate Assistants) are not eligible for this benefit.

Monthly Pre-Tax Payroll Deductions: After making an election to participate in the Program, your compensation will be reduced through monthly pre-tax payroll deductions through the end of the permit year (or the end of your appointment if that occurs first). Pre-tax payroll deductions will be taken once a month. If you are paid bi-weekly, the deduction will be taken from the second paycheck of the month. The amount of each deduction will be determined by dividing the Annual Permit Fee by twelve (12) months.

Changes During the Permit Year: An eligible faculty or staff member may need to purchase a new parking permit or make changes to an existing parking permit during the permit year:

- **New Permit Purchase.** Payment for the current month cannot be made on a pre-tax basis and is due at the time of purchase. Payroll deductions will begin the following calendar month.
- **Permit Upgrades.** If you wish to upgrade your permit type during the permit year, you must return your permit to CampusParc and complete a new CampusParc parking permit application and Payroll Deduction Election/Change Form. The difference in the current month's cost of the two permit types will be due at the time of the upgrade and cannot be paid on a pre-tax basis. The new payroll deduction amount will take effect the following calendar month.
- **Permit Downgrades.** If you wish to downgrade your permit type during the permit year, you must return your permit to CampusParc and complete a new Payroll Deduction Election/Change Form. No refund is given for a downgrade. The new payroll deduction amount will take effect the following calendar month.

- **Cancellation of Pre-Tax Parking Deductions.** If you wish to stop pre-tax parking deductions during the permit year, you must return your permit to CampusParc by completing a new Payroll Deduction Election/Change Form. Payroll deductions will be stopped the following calendar month. Permits must be returned by the end of the month, to prevent being charged for the following calendar month. Note that you will remain financially responsible for the permit fee until you return your permit to CampusParc, and your cancellation takes effect.

Termination of Employment and Missed Deductions

- If your employment with the University terminates, you must return your permit to CampusParc located at 1560 N. High St. The cancellation date of a permit is the date the permit is returned to the CampusParc office, and not your date of termination from the University. Until the permit is returned to CampusParc, it is considered active, and you will remain financially responsible for the permit fee.
- If a pre-tax parking deduction is missed for any reason, including due to your termination of employment or an insufficient amount in your paycheck to cover the permit fee, you are still financially responsible for the permit fee. Failure to pay a missed deduction will result in issuance of a citation and revocation of a permit, and unpaid citations or parking with a revoked permit may lead to impoundment of a vehicle.
- By participating in the Program, you agree that: (1) the University may withhold any overdue and outstanding parking permit fees from any amounts owed to you by the University; and (2) any outstanding balance is a debt to the University that may be collected.

No Refunds: Tax laws do not permit any refund of the pre-tax parking deduction once deducted.

Removal from Program: Any violation of these Terms and Conditions constitutes cause for removal from the Program. Individuals who are removed from the Program are not eligible for reenrollment without payment in full of any overdue and outstanding parking permit fees and the approval of the Transportation and Traffic Management department.

Miscellaneous: These Terms and Conditions are subject to change in order to comply with applicable laws and University policies and procedures.

Reason for Completing this Form

New Permit

Permit Cancellation

Permit Change

Note: Your deductions will begin, change, or stop, as applicable, in the calendar month following the Election/Cancellation Date.

Payroll Deduction Election

By signing below, I hereby irrevocably elect to participate in the Pre-Tax Parking Program in accordance with the Program's Terms and Conditions. I have read and understand such Terms and Conditions and agree to have my compensation reduced by the amount of the current charge for my permit through monthly pre-tax deductions. I understand that if a scheduled payroll deduction is missed for any reason, I will remain financially responsible for any amounts due.

Signature Date

Payroll Deduction Cancellation

By signing below, I hereby cancel my participation in the Pre-Tax Parking Program and agree that my payroll deductions will stop in the next calendar month in accordance with the Program's Terms and Conditions. I understand that I will remain financially responsible for all permit fees until my permit is returned and effectively cancelled.

Signature Date