

The University of Texas at Tyler
AUTHORIZATION TO DEDUCT PARKING PERMIT FEE
FROM PAYROLL PAYMENT

Please complete this form and take it with you to Campus Police to obtain your parking permit.

Name: _____ **EMPLID:** _____

Department: _____ Ext: _____

I do hereby authorize the Payroll Office at The University of Texas at Tyler to deduct the checked Parking Permit fee from my paycheck as calculated below:

GENERAL PARKING:

*Faculty/Staff

	DEDUCTION	
Full Year (9/1/17 – 8/31/18); Fall and/or Spring Semesters	\$72	___

Anyone requesting a parking permit after April 30, 2018 will be charged a prorated fee of \$6 per month ending with August 2018. This will be deducted in one payment on the first payroll after the receipt of the request.

Date of Request _____ Number of Months _____ x \$6.00 = \$ _____

The full year amount noted above will be deducted in **two** equal amounts on the first and second paychecks received after the first of the month following receipt of the authorization form in the payroll office in the new fiscal year. The full year parking permit amount will not be deducted prior to October 2, 2017.

Date: _____

Signature: _____

NOTE: Payroll Parking Deductions are taken Pre-Tax and will NOT be refunded under any circumstance due to IRS tax implications.

For questions about this form, please contact the Campus Police desk, ext 7060.