

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 (9/1/18 – 8/31/19)	\$100 _____

Please deduct my parking: **Pre-tax** **Post-tax**

The full year amount noted above will be deducted in **three (3) payments (two (2) deductions of \$33.34 and one (1) deduction of \$33.32)** beginning the month following receipt of the authorization form in the payroll office.

Anyone requesting a parking permit after April 30, 2019 will be charged a prorated fee of \$8.33 per month ending with August 2019. This will be deducted in one (1) payment on the first payroll after the receipt of the request.

Date of Request _____ Number of Months _____ x \$8.33 = \$ _____

Date: _____

Signature: _____

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

For questions about the parking fee, please contact the Campus Police desk, ext 7060.