

**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 Parking Permit fee from my paycheck as indicated and calculated below:

**GENERAL FACULTY/STAFF PARKING:**

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

**Full Year parking permit is \$120.**

The full year amount of \$120 will be deducted over nine months in monthly increments beginning the month following receipt of the authorization form in the Payroll Office but not sooner than the October 1, 2019 paycheck and conclude with the June 1, 2020 paycheck for the May pay period.

**Half Year parking permit is \$60.**

The half year amount of \$60 will be deducted over five months in monthly increments beginning the month following receipt of the authorization form in the Payroll Office but not sooner than the February 1, 2020 paycheck and conclude with the June 1, 2020 paycheck for the May pay period.

**Summer Months Only (June, July and August)**

Employees requesting a parking permit after April 30, 2020 will be charged \$10.00 per month to be deducted monthly beginning the month following receipt of the authorization form in the Payroll Office and conclude with the September 1, 2020 paycheck for the August pay period.

Date of Request: \_\_\_\_\_

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

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

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