



Parking Application & Salary Deduction Agreement

Submit completed forms to: Parking Coordinator:

Main Street Centre: Judy Blow (May be submitted on the 15th Floor or by email)

Westmoreland: Keona Sweeden (May be submitted by email)

<input type="checkbox"/> New Application OR <input type="checkbox"/> Change Request	
Employment Status: <input type="checkbox"/> Classified OR <input type="checkbox"/> Hourly / Wage	
Name:	EID#:
Phone #:	Building/Monthly Fee: <input type="checkbox"/> MSC (\$49) <input type="checkbox"/> Westmoreland (\$24.50)
Office:	<input type="checkbox"/> Administration <input type="checkbox"/> Business Support Services <input type="checkbox"/> Commissioner's Office <input type="checkbox"/> Compliance <input type="checkbox"/> Customer Services <input type="checkbox"/> General Legal and Technical Services <input type="checkbox"/> Tax Policy <input type="checkbox"/> Technology

Parking Deduction

- Effective with my _____ paycheck, I want my parking deduction to be pre-tax* or post-tax.
- Please discontinue my parking deduction effective _____.
- Change my parking fee from \$_____ to \$_____.

Vehicle Information – Include information for all vehicles that you would potentially drive to work.

Report all changes in vehicle information to the Parking Coordinator as soon as possible

Make/Model of Vehicle	License Plate
_____	_____
_____	_____
_____	_____

I understand that my semi-monthly salary will be reduced by the amount of my parking fees. This agreement is legally binding and may not be terminated until I complete another Parking Application & Salary Deduction Agreement form or my employment is terminated. I further understand that if any parking hang tag/card issued to me is lost, I must pay the associated replacement fee (\$15 for MSC lots; \$15 for MSC parking garage; \$15 for hang tags). Upon termination of my employment with TAX, I must surrender and/or pay for the issued parking hang tag/card. Failure to do so will permit TAX to detain my last paycheck.

*Pre-tax parking deductions will be made from the employee's paycheck before Federal, State and Social Security taxes are computed. Gross pay will not change; however, the employee's W-2 will reflect a reduction in taxable earnings. The deduction will show on the Earnings Statement as PRETXPRK and must begin on either the 1st or the 16th of the month.

Employee's Signature: _____ Date: _____
Electronic signature is acceptable

Office Use ONLY

Location:	Lot:	Space#:	Decal#:	Gate Card #:	Fee: \$	PR Code:
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