Parking Permit Payroll Deduction Authorization

Eligibility
Payroll deduction for your parking permit is allowed for members of the WSU Faculty, Classified Staff, Administrative & Professional Staff, and Graduate Students on an appointment of 0.50 FTE or greater. Temporary employees are not eligible. Please complete the form below and review the following important information.

Pre-Tax Parking Fee Deduction
The Pre-Tax Parking Fee Deduction Program is available as an option. The option allows you to payroll deduct your parking fees on a pre-tax basis. You must elect whether or not to deduct your parking fee from your pre-tax income. When you elect to payroll deduct on a pre-tax basis, it reduces your taxable income. This allows you to realize savings in Federal Income taxes, Social Security, and Medicare.

For more detailed information and examples, visit the Parking Operations web site: www.spokane.wsu.edu/parking

Instructions
If you are eligible to participate, complete the payroll deduction form below when you purchase your parking permit. Make sure you check the appropriate area in the "Pre-Tax election" section, indicate your Permit type, check your Appointment type and indicate the number of payroll deductions. Please complete the Personal information and sign the form.

I hereby authorize Payroll Services to deduct from my salary the amount indicated.

Please complete all six sections below including your signature:

1. Pre-Tax Election: (Check one)
   Please read the Pre-Tax Deduction Information above.
   ○ Yes, I elect to have my parking permit fee deducted on a pre-tax basis. I understand I cannot get a refund, once the fee has been deducted. (See refund information above)
   ○ No, I do not want my parking permit fee deducted on a pre-tax basis.

2. Indicate Annual Permit Type: (Check all that apply)
   Annual
   ○ ORANGE _______
   ○ GREEN _______
   ○ CTR Credit _______
   ○ Other

3. Appointment Type: (Check one)
   ○ 12 Month Appointment
   ○ 9 Month Appointment
   ○ Other: My appointment runs from ______ to ______ (month) (month)

4. Deduction Options: (Check one)
   ○ 11 Month 22 equal payments
   ○ 9 Month 18 equal payments
   ○ Other ___________________

5. Please Print:
   Name:________________________________________________  Department: __________________________________________________________
   WSU ID Number: ___ ___ ___ ___ ___ ___ ___  Daytime Phone_______________________________________________________

I understand that Payroll deductions must be completely paid by the end of the deduction period. If for any reason during the pay cycles I do not get paid, or leave the university, I need to return the permit to Parking Operations or be subject to a fine and pay any remaining balance. Failure to pay the balance will result in it being sent to a collections agency for collection.

6. Signature:_________________________________________________________________  Date: _________________________________________

Important: In most cases, deductions will begin with the September 10th pay period. Original Sent Date___/___/_____ Copy〇