WASHINGTON STATE UNIVERSITY VANCOUVER
World Class. Face to Face.

Department of Parking Services
14204 NE Salmon Creek Ave.
Vancouver, WA 98686-9600
Phone: (360) 546-9009 - Fax: (360) 546-9061
Email: parkingservices@vancouver.wsu.edu Website: www.vancouver.wsu.edu/parking

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. Due to recent changes in federal tax laws, up to $220 of personal parking expenses per month can be paid for on a pre-tax basis.

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 **1** "Pre-Tax election" section, indicate your **2** Permit type, check your **3** Appointment type and indicate the number of payroll deductions. Please complete the **4** Personal information and **5** Sign the form.

Deduction Options

Following submission of the payroll deduction authorization form, payments will automatically be deducted from your paycheck each pay period (the 10th & 25th of each month). In most cases, the first payroll deduction will occur on September 10th. Additionally, you can choose the number of payroll deductions that suit you, as long as the pre-tax deduction is not over $220 per month.

It is recommended that you payroll deduct through the end of the plan year (September through August) or until your academic or cyclic appointment ends each year.

Refunds

Important note for Pre-Tax electors. Tax laws do not allow for a refund of the Pre-Tax parking fee once deducted. Therefore, it is recommended that you payroll deduct through the end of the plan year (September through August) or until your academic or cyclic appointment ends each year.

If you wish to stop parking permit fee deductions, return the permit to Parking Services for cancellation of this authorization and the deduction will be stopped on the next available pay cycle.

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

****Please complete all five sections below including your signature.**

For Office Use Only	
PERMIT NUMBER:	Initials:
Amount: $	Date:

NOTE: The use of this form is restricted to members of the WSU Vancouver Faculty, Classified Staff, Administrative & Professional Staff, and Graduate Students on an appointment of 0.50 FTE or greater. Temporary employees are not eligible.

1 Pre-Tax Election: (INITIAL one)

PLEASE READ THE PRE-TAX DEDUCTION INFORMATION ABOVE AND **INITIAL:**

___ 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 Permit Type: (Circle one)

PERMIT:	SEMESTER	or	ANNUAL
Orange	_____		_____
Green	_____		_____
Gray	_____		_____

	Annual	or	Add-On
Motorcycle (Moped)	_____		_____

Total Deduction (incl. tax): $ _____

3 Appointment Type: (Check One)

12 Month Appointment
9 Month Appointment
Other: From _____ to _____
(month) (month)

Deduction Options: (Check One)

12 Month (22 Equal Payments)
9 Month (18 Equal Payments)
Other _____ Equal Payments

4 Please Print:

Name: _____ Department: _____

WSU ID Number: ___ ___ ___ ___ ___ ___ ___ ___ Daytime Phone: _____

Important:
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 I leave the university, I need to return the permit or make other arrangements for payment.
Some examples for not getting paid by WSU may include leaving the University, leave without pay, Family Medical leave, disability leave, separation, etc. Failure to pay the balance will result in any remaining charges being sent to accounts receivables for collection.

Important: In most cases, deductions will begin with the September 10th pay period.

5 Signature: _____ Date: _____