

## SPRING 2021 PARKING PERMIT PAYROLL DEDUCTION AUTHORIZATION

### Eligibility

Payroll deductions for parking permits are allowed for members of the WSU faculty, administrative and professional staff, classified staff, and graduate students on an appointment of 0.50 FTE or greater. Temporary employees are not eligible.

### Pretax Election Deduction

The Pretax Parking Fee Deduction Program option allows you to payroll deduct your parking fees on a pretax basis. You must elect whether or not to deduct your parking fee from your pretax income. When you elect to payroll deduct on a pretax basis, it reduces your taxable income.

### Instructions

To complete this form, check the appropriate area in the ❶ pretax election section, ❷ indicate the number of payroll deductions, ❸ complete the personal information, and ❹ sign and date the form.

### Payment Plan Deduction Options

Following submission of this payroll deduction authorization form, payments will automatically be deducted from your payslip each pay period (the 10th and 25th of each month).

### Refunds

Important note for pretax electors. Tax laws do not allow for a refund of the pretax parking fee once deducted. To stop parking permit fee deductions, you must return the permit to Parking Services for cancellation of this authorization. The deduction will stop on the next available pay cycle.

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### PERMIT TYPE: \$65 ALL-LOTS PASS

❶ **Pretax Election:** (Check one) Please read the above pretax election deduction information.

Yes, I elect to have my parking permit fee deducted on a pretax basis. I understand I cannot get a refund, once the fee has been deducted.

No, I do not want my parking permit fee deducted on a pretax basis.

❷ **Payment Plan Deduction Option:**

Please read above deduction options information. Payment options depend on purchase price, purchase date, number of payments and permit price cutoff dates.

Note number of payments—up to six allowed.

Other \_\_\_\_\_ equal payments

❸ **Personal information:** Please print

Name \_\_\_\_\_ WSU ID Number \_\_\_\_\_

Important: I understand that payroll deductions must be completed by the end of the deduction period. If for any reason during the deduction period I do not earn pay or I sever university employment, I must return the permit and/or make other arrangements for payment. I will check my earning statements to make sure deductions are occurring. For questions, call Parking Services at 360-546-9002.

I HEREBY AUTHORIZE PAYROLL SERVICES TO DEDUCT FROM MY SALARY THE AMOUNT INDICATED.

❹ Signature \_\_\_\_\_ Date \_\_\_\_\_