

Did You Know...

You may change your parking permit to another type of permit (depending on availability and eligibility) at any time throughout the permit year. If you find that the type of permit you selected is not meeting your parking needs, simply return your current permit to room 160 Bevis Hall.

If you are selecting a more expensive permit, you will need to pay the difference in price of your returned permit and the new permit. (Those opting for payroll deduction will need to pay the difference in value between permit types for the current month at the time of purchase, and the new deduction amount will begin the next calendar month.) If you decide to select a lower cost permit option, a prorated refund will be issued in the form of an Accounts Payable check via mail in 2-4 weeks. (Those opting for payroll deduction will not receive a refund for the current calendar month and the new deduction amount will begin the next calendar month.)

Payroll Deduction

Payroll Deduction Activation

Eligibility - faculty and staff are eligible to purchase a parking permit through monthly payroll deductions if the following criteria are met. The individual must:

- hold a regular (on-going) appointment, paid continuously over 12 months; and
- have a standing schedule of more than five hours per week

An exception will be made for 9 month faculty members who wish to participate in the payroll deduct program. If for any reason the amount cannot be deducted from the customer's paycheck (i.e. the customer did not receive a paycheck for that month) and the permit has not been returned to T&P, the customer is responsible for that amount and will be sent a bill in the mail. Transportation & Parking Services encourages customers who no longer need their parking permit for the remainder of the permit year (Sept. 1 through Aug. 31) to return the permit to room 160 Bevis Hall to stop the payroll deductions for the following month. All outstanding monies owed to T&P will need to be paid prior to the purchase of the following year's parking permit.

Enrollment - customers who meet eligibility requirements must agree to the Terms of Agreement and the Program policies at the time of permit purchase. The cost of the annual permit is divided over 12 months and automatically deducted from the purchaser's paycheck.

Changes Throughout the Permit Year - there may be a need to purchase or change permits at some point during the permit year. Permit types may be exchanged by returning the original permit and completing a new application. Due to the pre-tax nature of the deduction, the following policies apply:

- **Permit Upgrades** - the difference in value between permit types for the current month is owed at time of upgrade. New deduction schedule (amount of monthly deduction) begins the next calendar month.

- **Permit Downgrades** - no refund is generated for the difference in value between the two permit types. New deduction schedule (amount of monthly deduction) begins the next calendar month.
- **New Permit Purchase** - payment for the current calendar month is due at time of purchase. Deduction schedule (amount of monthly deduction) begins the next calendar month. Permits purchased in August for the current permit year (ending August 31) cannot be purchased through pre-tax payroll deduction.

