

Payroll Deduction (cont.)

Payroll Deduction Cancellation

Separation from the University- if an individual separates from the University, he/she must return their permit to Transportation & Parking Services. Until the permit is returned to Transportation & Parking Services, the permit is considered active and fees for the permit will continue to accrue. If the fees of the permit become overdue by more than a month, the permit and all parking privileges associated with that permit will be revoked. The cancellation date of a permit is effective when the permit is returned to Transportation & Parking Services, not the official date of termination. No refund is given for any unused portion of the current month. Deductions will stop in the next calendar month.

Compensation Stops - if an individual separates from the University, he/she must return their permit to Transportation & Parking Services. Until the permit is returned to Transportation & Parking Services, the permit is considered active and fees for the permit will continue to accrue. The cancellation date of a permit is effective when the permit is returned to Transportation & Parking Services, not the official date of termination. No refund is given for any unused portion of the current month. Deductions will stop in the next calendar month.

Refunds - due to the pre-tax nature of the deduction, refunds cannot be generated for permits that have not been used for a period of time, nor can refunds be generated for the month in which the permit is returned. Refunds are **only** generated if an error occurs.

Missed Deductions - if a deduction is missed, for any reason, Transportation & Parking will attempt to contact the customer via automated notice. The notice also serves as an invoice for the amount of the missed deduction(s). If after 60 days the customer has not been successfully contacted and/or missed payments have not been received, permit privileges will be revoked. In addition, missed payroll deductions turn into citations and an invoice will be mailed to the customer. Citations not paid within 90 days from date of issue will be sent to Accounts Receivable Collection Services (ARCS). Customers are responsible for missed payments while the permit is not in the possession of Transportation & Parking Services.



Did You Know...

If you leave the University or take an unpaid leave of absence, you need to return your parking permit. The permit is considered active until the permit is returned to Transportation & Parking Services in 160 Bevis Hall.

For those on payroll deduction, fees for the permit will continue to accrue until the permit is returned to Transportation & Parking Services. No refunds are issued for permits returned that were purchased on payroll deduction. Because deductions are only taken one month at a time, no refunds are issued for permits. Those customers who miss payroll deductions will be sent a missed payment notice.

Please call the T&P office if you have any further questions on this process.