

Parking Services
Payroll Deduction Authorization
Full-time Faculty/Staff Only

I, _____ (please print) authorize DePaul University to make the following payroll deduction for a parking permit to park on the Lincoln Park Campus.

FY 21/22 24 Hour Permit (\$610.00)	\$ _____
FY 21/22 School of Music with Flat Lots (\$560.00)	\$ _____
FY 21/22 Sanctuary Garage Permit (\$760.00)	\$ _____
FY 21/22 EW - Flat Lots (\$55.00) (One time only deduction)	\$ _____
FY 21/22 EW - Clifton ONLY (\$135.00) (One time only deduction)	\$ _____

Total amount to be deducted \$ _____

Check one:

<input type="checkbox"/> One Time Deduction Option	<input type="checkbox"/> Bi-Weekly Deduction Option Total above to be broken down evenly among a maximum 20 pay periods starting with the next pay period. Payment and pay period number to be calculated by the Parking Services office and based on June as the final month to deduct.*
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Note: Payroll will not terminate deductions without the permission of Parking Services. If an employee leaves the University and does not return their permit to Parking Services, the remaining amount of the permit will be taken from their last paycheck.

Note: If an employee returns their permit and requests that their deduction be stopped before the full permit amount has been paid, they will be responsible for the difference of:

*The paid in full permit amount
 MINUS the permit refund amount on the date of the request
 MINUS the total payroll deductions paid in at time of request*

If the calculation performed by Parking Services shows the employee has paid in excess, the difference will be refunded after the permit has been returned to the Parking Services Office. This difference will be taken/refunded from their final deduction payment.

*Any deduction request submitted on or after 4/11/22 will be processed as a one-time deduction.

Employee Signature: _____ EmplID: _____

University Department: _____ Extension: _____

Date: _____

For Payroll Use Only: Payroll Amount _____ Start Date _____ End Date: _____
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**** Please return this form to Parking Services along with your application. ****

You must submit a Faculty/Staff application along with this form. It is available at:
<http://parkingservices.depaul.edu/forms/index.asp>

Reminder!!! - Your parking permit must be displayed at all times. Violators will be towed immediately. Parking is on a first come first serve basis. This permit does not guarantee a parking space.