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 20/21 24 Hour Permit ($580.00) $     

FY 20/21 School of Music with Flat Lots ($530.00) $

FY 20/21 Sanctuary Garage Permit ($720.00) $     

FY 20/21 EW – Flat Lots ($50.00) (One time only deduction) $

FY 20/21 EW – Clifton ONLY ($125.00) (One time only deduction) $

**Total amount to be deducted $**

**Check one:**

|  |  |
| --- | --- |
| **One Time Deduction Option** | **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.**\*** |

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 4/14/21 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:\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*\*\* 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.*