

### Parking Application &

### Salary Deduction Agreement

**Submit completed forms to**: Parking Coordinator *(Hard copy may be submitted on the 15th Fl or by email)*

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| --- |
| **[ ]  New Application** **[ ]  Change** |
| **Employment Status:** | **[ ] Classified** | **[ ] Hourly- Wage** | **[ ] Temp/Contractor** |
| **Name:** |       | **EID#:**      |
| **Phone #:** |       | **Building/Monthly Fee:** | **[ ]  MSC**($49)**[ ]  Westmoreland**($24.50) |
| **Office:** | **[ ] Commissioner’s Office** **[ ]  Technology** **[ ]  Administration** **[ ]  TAX Policy** **[ ] Tax Processing** **[ ] Compliance** **[ ] Customer Service** |

## Parking Deduction

**[ ]** Effective with my       paycheck, I want my parking deduction to be [ ]  pre-tax\* or [ ]  post-tax.

[ ]  Please discontinue my parking deduction effective     .

[ ]  Change my parking fee from $      to $     .

***Vehicle Information*** – Include information for all vehicles that you would potentially drive to work.

#### \*Report all changes in vehicle information to the Parking Coordinator as soon as possible\*

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| --- | --- | --- |
| Make/Model of Vehicle |  | License Plate |
|       |  |       |
|       |  |       |
|       |  |       |

**I understand that my semi-monthly salary will be reduced by the amount of my parking fees.** This agreement is legally binding and may not be terminated until I complete another Parking Application & Salary Deduction Agreement form or my employment is terminated. I further understand that if any parking hang tag/card issued to me is lost, I must pay the associated replacement fee ($15 for MSC lots; $15 for MSC parking garage; $15 for hang tags). Upon termination of my employment with TAX, I must surrender and/or pay for the issued parking hang tag/card. Failure to do so will permit TAX to detain my last paycheck.

\*Pre-tax parking deductions will be made from the employee’s paycheck before Federal, State and Social Security taxes are computed. Gross pay will not change; however, the employee’s W-2 will reflect a reduction in taxable earnings. The deduction will show on the Earnings Statement as PRETXPRK and must begin on either the 1st or the 16th of the month.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature: |  | Date: |       |

 Electronic signature is acceptable

# Office Use ONLY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Location: | Lot: | Space#: | Decal#: | Gate Card #: | Fee:$ | PR Code: |