

**TEXAS TECH UNIVERSITY
UNIVERSITY PARKING SERVICES**

PARKING PAYROLL DEDUCTION AUTHORIZATION FORM

<hr/>	<hr/>	<hr/>
LAST NAME	FIRST NAME MI	TTU ID #

DO YOU RECEIVE YOUR CHECKS OVER 12 MONTHS OR 9 MONTHS?

- | | |
|---|--|
| <input type="checkbox"/> TWELVE (12) NON-EXEMPT | <input type="checkbox"/> NINE (9) NON-EXEMPT |
| <input type="checkbox"/> TWELVE (12) EXEMPT | <input type="checkbox"/> NINE (9) EXEMPT |

PRETAX Election:

I have completed a Parking Payroll Authorization Form with the Office of University Parking Services I request that Texas Tech pay parking permit fees, on my behalf, in lieu of compensation otherwise payable directly to me. This agreement shall remain in effect until cancelled or my employment terminates. This agreement is executed effective compensation earned on after the first working day of the month following execution of this agreement, and pursuant to provisions of Section 132(f) of the Internal Revenue Code of 1986, as amended, and as authorized under Section 659.201, et. Seq. Government Code, Vernon's Texas Civil Statutes, as amended. The payroll deduction amount each month will be based on the current rate for the parking permit assigned. I understand that deductions taken under this code section cannot be refunded for any reason.

I understand that in the event of an adverse ruling by the Internal Revenue Service concerning the federal income tax liability of individuals who participate under this plan, it will be my responsibility to satisfy any federal income tax deficiency.

FOR SUCH PURPOSE, I HEREBY AUTHORIZE

- | | |
|---|--|
| <input type="checkbox"/> Payroll deduction on a pre-tax basis | <input type="checkbox"/> Payroll deduction on an After-tax basis |
|---|--|

I hereby authorize payroll deduction for the parking permit selection indicated above. I understand that:

- The annual parking permit fees are subject to change and I hereby authorize my payroll deduction to be changed according to the selection indicated above for the duration of my employment at Texas Tech or until I take action to terminate the payroll deduction.
- I must remit to University Parking Services a personal check for any months which I do not have a payroll deduction.
- If I choose to cancel the payroll deduction, I must notify University Parking Services in person and the cancellation will be effective for payrolls processed after the first of the month following receipt of the cancellation notice in the Office of University Parking Services.
- My parking permit can be revoked and University Parking Services can terminate the payroll deduction in the event of unpaid parking tickets or failure to pay the required amounts due for the permit.
- I can elect payroll deduction on a pre-tax basis by completing a separate salary reduction agreement in addition to the Payroll Parking Deduction Authorization Form .
- Upon separation of employment from Texas Tech University, I must remove and surrender the parking permit to University Parking Services. Upon receipt of the parking permit, University Parking Services will initiate any refund which may be due me. Pre-tax deductions are not eligible for refund.

Employee Signature

Date

Office Use Only

SELECT TYPE OF PERMIT SOLD TO EMPLOYEE

- | | | |
|---|--|---|
| <input type="checkbox"/> AREA 12/12 | <input type="checkbox"/> GARAGE AREA 12/12 | <input type="checkbox"/> RESERVED 12/12 |
| <input type="checkbox"/> AREA 12/9 | <input type="checkbox"/> GARAGE AREA 12/9 | <input type="checkbox"/> RESERVED 12/9 |
| <input type="checkbox"/> AREA 9/9 | <input type="checkbox"/> GARAGE AREA 9/9 | <input type="checkbox"/> GARAGE SPACE RES 12/12 |
| <input type="checkbox"/> COMMUTER 12/12 | <input type="checkbox"/> SATELLITE 12/12 | <input type="checkbox"/> GARAGE SPACE RES 12/9 |
| <input type="checkbox"/> COMMUTER 12/9 | <input type="checkbox"/> SATELLITE 12/9 | |
| <input type="checkbox"/> COMMUTER 9/9 | <input type="checkbox"/> SATELLITE 9/9 | |

