

**Southern Illinois University Carbondale**  
**Department of Public Safety – Parking Division**

1175 South Washington Street, MC 6723  
Carbondale, IL 62901

Business Hours: Monday - Friday 7:30 a.m. to 4:30 p.m.

Phone: (618) 453-5369

FAX: (618) 453-4567

[parking.siu.edu](http://parking.siu.edu)

**SIU Carbondale Faculty and Staff Pre-Tax Payroll Deduction Authorization Form**  
**PARKING DECAL(s)**

SIU Carbondale Parking Division is pleased to offer to eligible employees\* the opportunity to purchase their parking privileges by pre-tax payroll deduction during the sign-up period of May 1, 2016 through close of business June 1, 2016. Payroll deductions will be either:

- 1) Two deduction, one-half of the payroll deduction will be deducted in September and the remaining balance will be deducted in October OR
- 2) according to your collective bargaining agreement.

By signing below, the named employee agrees:

- 1) for the Parking Division to determine the total deduction amount based on your selection on your 2016-2017 Motor Vehicle Registration form(s), and
- 2) for the Payroll Office to begin deductions on the specified payroll periods.

Payroll deductions may **ONLY** be made for the individual faculty or staff employee of SIU Carbondale. **Deductions may not be made for one's affiliated spouse or dependent(s)**, as each employee is required to complete his/her own individual form if eligible to participate. Current decals (2015/2016) expire August 31, 2016.

**Please note that if your employment with SIU Carbondale is terminated for any reason after the July 1, 2016 date that the parking decal becomes effective, federal tax law prohibits refunds for any unused portion of the parking decal cost.**

\* Undergraduate and graduate students, extra-help employees, RTA's and graduate assistants, adjuncts, and part-time employees with under 50% appointments are not eligible for this payroll deduction.

Original Signature (digital or facsimile signature not acceptable)

Date

Employee Information *(please print or type)*

NAME \_\_\_\_\_  
*Last First MI*

Employee AIS#: \_\_\_\_\_

PAYROLL TYPE:     Paid Monthly             Paid Semi-monthly             Paid Bi-weekly

DEDUCTIONS:     Two (2)                             Eight (8)

***(PARKING OFFICE USE ONLY)***

TOTAL DEDUCTION AMOUNT \$ \_\_\_\_\_ to be split over 2 or 8 pay periods, as applicable.

INTERNAL REVOCATION: \_\_\_\_\_ please stop payroll deduction upon receipt of this form.

Parking Division Approval Stamp

Parking Division Authorization \_\_\_\_\_  
(Initial/Date)