



UNIVERSITY OF LA VERNE

Registration & Payroll Deduction Authorization Form

Regular Faculty and Staff Parking & Transportation Fees

Please complete all of the information requested on this Registration and Payroll Deduction Authorization form and return to the Rideshare & Transportation Coordinator in the Human Resources Department.

The Faculty/Staff monthly parking permit is available for \$20.00 per month. Regular, Full Time and Part Time Faculty/Staff members may purchase a monthly parking permit via payroll deduction. The \$20.00 monthly parking permit fee will be taken out on a semi-monthly basis of \$10.00 per pay period.

Once the Rideshare & Transportation Coordinator in the Human Resources Department receives this completed form, your automatic deductions will be processed and your permit will be issued. Permit must be picked up in Human Resources Department. Permits can not be mailed.

The Faculty/Staff monthly permit will be valid the first of the month in which the permit was purchased and will remain valid until you submit a written cancellation of this authorization and return your permit to the Rideshare & Transportation Coordinator.

Please note that in the event of cancellation, termination, resignation or leave of absence it is the employee's responsibility to return the parking permit to the Rideshare & Transportation Coordinator in order to stop payroll deductions. Monthly charges will continue until the parking permit is returned.

Employee Name: _____ Department: _____

Employee ID #: _____ E-Mail: _____

Home Address (Street): _____ City State Zip Code: _____

License Plate Number: _____ State: _____ Make: _____

Model: _____ Year: _____ Color: _____

I hereby authorize the University of La Verne to deduct from salaries due me, pre-tax parking fees currently established at \$20.00 per month. To be deducted at \$10.00 per semi-monthly pay period. Payroll deduction will automatically be enrolled pre-tax if an option is not selected.

I understand that this deduction will become effective _____. I further understand that this authorization may be revoked at any time that I cease to use the parking facilities by filing a written revocation request and surrendering the permit to the Rideshare & Transportation Coordinator.

Cancel this monthly deduction. The parking permit is attached.

Once canceled, deductions will stop at the end of the month in which the permit is cancelled. Once the permit has been returned, and written cancellation has been completed, the Rideshare & Transportation Coordinator will issue you a temporary parking permit for the remainder of the month. I further understand that interruption of my payroll deduction by the surrender of my parking permit will not entitle me to refund of money unless excess funds were deducted. It is my responsibility to apply for any refunds due me.

There will be a \$20.00 replacement fee for parking permits that have been lost or stolen. I hereby request that a replacement permit be issued, this ____ day of _____, _____.

Signature: _____ **Date:** _____