



**For DPS Use Only**

Decal Received on:

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## Employee Parking Permit Application & Payroll Deduction Authorization Form

It is required for all employees who plan to park at Alamo Colleges parking lots or garages any time during a fiscal year to purchase a parking permit. Please enter your Vehicle, Parking Election and Payment Information below. Work Study employees should contact their campus Business Office for student parking permit process.

Decals are valid from September 1 through August 31st.

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Parking Decal

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No Parking Decal\*

\*Do not sign me up for automatic payroll deduction at this time. By choosing this option, I understand I am not eligible to park on any Alamo College property. Please print name, banner ID and skip to signature line.

Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Email Address: \_\_\_\_\_ Campus: \_\_\_\_\_

Telephone Extension No.: \_\_\_\_\_

**Vehicle Information:**

**Vehicle 1**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

License Plate No. \_\_\_\_\_

Year: \_\_\_\_\_

Body Style: \_\_\_\_\_

Registration State: \_\_\_\_\_

**Vehicle 2**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

License Plate No. \_\_\_\_\_

Year: \_\_\_\_\_

Body Style: \_\_\_\_\_

Registration State: \_\_\_\_\_

Sharing of permits with another person is prohibited

Please select the type of permit being requested:

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Option 1: Employee (\$2.09/Semi-monthly)

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Option 2: Handicap (Free)\*

\*If selecting Option 2, must present either a disable parking placard or vehicle registration that shows disability status.

Please submit completed form to [dst-HRRrecords@alamo.edu](mailto:dst-HRRrecords@alamo.edu) Inbox.

I authorize Alamo Colleges to deduct the pre-tax parking rate from my semi-monthly payroll. I understand that the deduction will be on a pre-tax basis and will remain in effect indefinitely unless I affirmatively de-select at a later date. I also acknowledge that, as a registered owner of the parking permit, I am responsible for all traffic citations issued against this permit. The parking decals will be mailed to your home address as shown, after validation by campus police that no unpaid balances or fines exist. Please direct any questions to your HR Representative.

I assert that all of the above information is true.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date