



Stop Payroll Deduction Form

THIS PAGE MUST BE PRINTED, COMPLETED AND RETURNED TO
PARKING SERVICES, BUILDING 52

Please note that payroll deduction is available to full-time and part-time faculty and staff, not to student employees.

PLEASE PRINT LEGIBLY

Name: _____

Faculty

☐

Full-time

☐

N Number: _____

A&P

☐

Part-time

☐

USPS

☐

OPS

☐

WHEN YOU ORIGINALLY PURCHASED YOUR PERMIT, YOU CHOSE:

☐ **Regular pay deduction:** 1/24 of the annual cost of the permit will be deducted from each payroll including the third payroll of the month starting with the first payroll in September or the payroll immediately following mailing/pick-up of the permit, whichever is later. The last two payrolls in August will not be charged.
If the permit is returned, the next payroll will be the final 1/24 deduction assessed.

☐ **One-time pay deduction:** Full permit cost will be deducted from the first payroll in September or the payroll immediately following mailing/pick-up of the permit, whichever is later (cost will not be prorated for partial year).
If the permit is returned, a partial refund will be processed by the Payroll Office, less applicable taxes and any outstanding A/R amounts owed to the University, including but not limited to traffic fines, library fees, etc.

REASON FOR RETURNING PERMIT:

☐ Termination/Resignation

☐ No Longer Needed

☐ Relocation

☐ Retired

☐ Other, please explain:

Permit number _____ returned.

Date: _____

Signature: _____

Witness: _____

If an individual terminates employment with the University and does not return the permit, the full amount owing will be taken from the final payroll.