

# 2016-17 CSU PARKING PERMIT AUTHORIZATION FOR PAYROLL DEDUCTION

Please initial next to each of the statements below indicating that you have read and understand all of the stipulations contained therein.

**Warning: There are NO REFUNDS for permits purchased through payroll deduction.**

**Upon notice of termination, parking permits are no longer valid. Any vehicle parked with an invalid permit is subject to receiving a parking citation.**

I authorize Colorado State University Parking Services to deduct from my paycheck the purchase price of my employee parking permit(s). I understand the purchase price of my permit(s) will be deducted from my paycheck in consecutive monthly deductions of approximately equal amounts as follows:

- Annual permits – September – April
- Fall semester permits – September – December
- Spring semester permits – January – April
- Monthly or daily permits – the following month

If for some reason a monthly installment is missed, the remaining installments will be recalculated, leading to larger installments or deductions past April. **There are NO REFUNDS for permits purchased through payroll deduction.** If my employment with the university terminates, I understand that I must cease using my parking permit(s) immediately. Only one auto and/or one motorcycle permit may be purchased on a pre tax basis.

Please visit the Benefits website @ [www.hrs.colostate.edu/benefits](http://www.hrs.colostate.edu/benefits) regarding pre tax payroll deduction implications for PERA participants. Please indicate below your choice of **Pre Tax**, or **Post Tax** deduction. Return this completed form along with your permit application card to authorize payment by payroll deduction.

Please provide the following information and **PRINT CLEARLY:**

Name:  CSU ID #:

Signature:  Date:

**Pre Tax**

**Post Tax**



### **FOR OFFICE USE ONLY**

TOTAL AMOUNT CHARGED:

PERMIT #(S):