

2017-18 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Upon notice of termination, parking permits are no longer valid.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 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):