



Date Issued: _____
Sent to HR: _____
Permit #: _____
Expiration: _____

**FACULTY/STAFF PARKING PERMIT PAYROLL DEDUCTION AUTHORIZATION**

I hereby authorize Florida Polytechnic University, to deduct from my wages, the cost of my annual parking permit. Charges for the annual parking pass will be deducted on a bi-weekly basis from consecutive pay periods, depending upon your selection below. This authorization is subject to the following conditions:

- I. The cost of my annual permit will be deducted on a before-tax basis until the IRS regulated amount is reach. After that it will be on a after-tax basis.
- II. I understand that, federal tax law prohibits refunds for any unused portion of the parking decal cost.
- III. I understand that my payroll deductions will remain in effect automatically until I file a Cancellation Election to cancel and relinquish my parking permit, and cancel my payroll deduction election. Such Cancellation Election must be received at least ten business days prior to the beginning of a payroll period in order for the cancellation of my payroll deduction authorization to be effective for that payroll period.
- IV. If the cost of a parking permit should change for any reason, my payroll deduction election will automatically change to accommodate the adjusted cost, unless I discontinue my parking privilege by submitting a Cancellation Election for this purpose in accordance with the preceding paragraph.

**By signing below, the named employee agrees:**

For the Payroll Office to begin deductions over specified number of payroll periods below:

**TOTAL DEDUCTION AMOUNT \$\_\_\_\_\_ to be split over \_\_\_\_\_consecutive pay periods, as applicable.** First deduction begins the first pay period of the fiscal year (new employees deductions begin the first pay period after employment.)

**Print Name \_\_\_\_\_ UFID# \_\_\_\_\_**

**Employee Signature \_\_\_\_\_ Date \_\_\_\_\_**

\*Payroll deduct is only available for parking passes valued at \$200 and up.