



Texas State University- San Marcos
Parking Permit Payroll Deduction
Authorization Form

Payroll Deduction for Annual Parking Permit- Employees who are eligible for and are purchasing a Red Restricted Parking Permit may request to have the cost of the permit deducted from their paycheck. Faculty with a nine or twelve-month appointment, and Texas State staff persons employed at least 50% FTE are eligible for payroll deduction. Temporary staff, adjunct faculty with less than a nine-month appointment and non-student, non-regular staff is ineligible. Persons must enroll July 1 through August 31 and enrollment will continue in subsequent years unless Parking Services is notified in writing to cancel the deduction.

Deductions- Deductions will occur over a nine-month period beginning with the October 1 paycheck. The amount drawn will be pre-taxed and equivalent to one-ninth of the annual permit cost.

Authorization for Payroll Deduction- I voluntarily authorize this deduction from my pre-tax wages for payment of a Red Restricted parking permit. I understand that this deduction will be in effect until I revoke this authorization by informing Parking Services in writing.

Please Print Name

ID #

Employee Signature

Date

Return completed form to the Parking Services Office, Mathews Street Garage, 245-2887