### Parking Application &

### Salary Deduction Agreement

(Westmoreland)



**Submit completed forms to Ian Staples or Patti Higgins**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **New Application**  **Change** | | | | | | |
| **Employment Status:** | | **Classified** | **Hourly- Wage** | | | **Temp/Contractor** |
| **Name:** |  | | **EID#:** | |  | |
| **Phone #:** |  | **Building/Monthly Fee:** | | **MSC**($49) **Westmoreland**($24.50) | | |
| **Office:** | **Commissioner’s Office**  **Technology**  **Administration**  **TAX Policy** **Processing** **Compliance** **Customer Service** | | | | | |

## Parking Deduction

Effective with my       paycheck, I want my parking deduction to be  pre-tax\* or  post-tax.

Please discontinue my parking deduction effective      .

Change my parking fee from $      to $     .

***Vehicle Information*** – Include information for all vehicles that you would potentially drive to work.

#### \*Report all changes in vehicle information to the Parking Coordinator as soon as possible\*

|  |  |  |
| --- | --- | --- |
| Make/Model of Vehicle |  | License Plate |
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|  |  |  |

**I understand that my semi-monthly salary will be reduced by the amount of my parking fees.** This agreement is legally binding and may not be terminated until I complete another Parking Application & Salary Deduction Agreement form or my employment is terminated. I further understand that if any parking hang tag/card issued to me is lost, I must pay the associated replacement fee of $15 for each item issued. Upon termination of my employment with TAX, I must surrender and/or pay for the issued parking hang tag/card. Failure to do so will permit TAX to detain my last paycheck.

\*Pre-tax parking deductions will be made from the employee’s paycheck before Federal, State and Social Security taxes are computed. Gross pay will not change; however, the employee’s W-2 will reflect a reduction in taxable earnings. The deduction will show on the Earnings Statement as PRETXPRK and must begin on either the 1st or the 16th of the month.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature: |  | Date: |  |

Electronic signature is acceptable

# Office Use ONLY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Location: | Lot: | Space#: | Decal#: | Gate Card #: | Fee:  $ | PR Code: |