Parking Services
Payroll Deduction Authorization
Full-time Faculty/Staff Only

I, _____(please print) authorize DePaul University to make the following payroll deduction for a parking permit to park on the Lincoln Park Campus.

FY 09/10 24 Hour Permit ($480.00) $_____
FY 09/10 Sanctuary Garage Permit ($790.00) $_____

Total amount to be deducted **$_____**

(Choose One)

1) A **one-time deduction** of $_____ to be taken out _____ .
(Month/year)

OR

2) A total deduction of $_____ to be broken down evenly among _____**pay periods**. The maximum amount of pay periods to deduct a payment from is **20**. The first month that a payment can be deducted is September 2009. The last month that a payment can be deducted is June 2010.

Deductions will begin on _____ and run through _____
(Month/year) (Month/year)

Note: Payroll will not terminate deductions without the permission of Parking Services. If an employee leaves the University and does not return their permit to Parking Services, the remaining amount of the permit will be taken from their last paycheck.

Employee Signature: _____ EmplID:_____

University Department: _____ Extension: _____

Date:_____

For Payroll Use Only:
Payroll Amount _____Start Date _____End Date:_____

***** Please return this form to Parking Services along with your application. *****

You must submit a Faculty/Staff application along with this form. It is available at:
http://parkingservices.depaul.edu/forms/index.asp

Reminder!!! - Your parking permit must be displayed at all times. Violators will be towed immediately.
Parking is on a first come first serve basis. This permit does not guarantee a parking space.