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**PAYROLL DEDUCTION FORM**  
**FOR PARKING FEES**

The City's Parking Regulation requires all employees who receive a City Hall parking garage permit to complete this form. Additionally, employees who pay a monthly rental fee for parking spaces from Republic Parking or Car Park may complete this form authorizing an automatic payroll deduction.

Parking fees will be deducted in advance and will be split equally between the 1<sup>st</sup> and 2<sup>nd</sup> paychecks of each month. Example: June paycheck deductions would cover parking fees for July. In the months where a 3<sup>rd</sup> paycheck is received, parking deductions will not be taken from the 3<sup>rd</sup> paycheck.

By signing this form you authorize the City to deduct parking fees in advance as an automatic bi-weekly payroll withdraw. Additionally, you acknowledge that any changes must be made prior to the payroll deduction for the month the parking is to be paid. If you fail to make such a request in time to stop the deduction, a refund may be forfeited. Partially used months will not be refunded.

Questions? Call Parking Services at 384-3770 or Human Resources Payroll at 384-3850.

**SEND COMPLETED FORM TO PARKING SERVICES**

Printed Name: \_\_\_\_\_ EmpID#: \_\_\_\_\_

Department: \_\_\_\_\_ Phone#: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PARKING SERVICES USE:**

Authorized deduction amount

\$ \_\_\_\_\_

Receipt  
City Hall Employee

12/06/13

Routing  
Parking Services  
HR-Payroll