

Employee Parking Permit Payroll Deduction Request

Instructions:

1. Read and complete this form in its entirety.
2. Send form to Parking and Transportation Services or take it to any campus Business Office.
3. The Business Office will give you a permit if you leave the form with them. Annual permits will be mailed to your home address, as listed in Banner. Part-time permits will be mailed to your campus address.

Check ONLY One	Type of Employee	Payroll Deduction
<input type="checkbox"/>	Full Time	\$12.50/month
<input type="checkbox"/>	.75 FTE or less	\$8.33/month
<input type="checkbox"/>	Part-Time Faculty	\$30.00
Circle which term permit you are ordering: Fall Winter Spring Summer		

- I am a Portland Community College (“PCC”) Employee with a classification other than Casual, Student Help, or Work Study.
- I understand that this permit is the property of PCC and is issued to me for my exclusive use and no others.
- I agree to abide by the PCC Parking Rules and Regulations. I have read and understand the attached Terms and Conditions of this pre-tax parking benefit.
- I hereby authorize a pre-tax payroll deduction to purchase an employee parking permit in the amount indicated above, beginning with the first paycheck issued after the date of this election. If I am employed on a per term basis, the term rate will be deducted in full from first paycheck of term.
- To stop my payroll deduction, I must return my permit to Parking and Transportation Services with a written request for payroll deduction cancellation.
- If I leave PCC employment, my parking permit must be returned to Parking and Transportation Services.

Vehicle Make	Vehicle Model	Color	Vehicle License Number	State

- You must **display** a valid permit when parking at PCC. If you forget your permit you will need to purchase and display a valid one-day permit which may be obtained from in-lot dispensers. A one-day permit is not valid in staff parking areas.

Name (please print)	Social Security Number or PCC Identification Number
	or G
Signature	Date

----- ▼ For Office Use ONLY ▼ -----

Permit Number :
