Employee Parking Permit
Payroll Deduction Request

Instructions:
1. Read and complete this form in its entirety.
2. Take completed form to any campus Business Office (Student Account Services) to obtain your permit.
3. Full time employees only need to complete this form once. Full time employees receive annual permits which will be mailed to your home address, as listed in Banner, every December. Part-time employees need to complete this form each Term.

Check ONLY One	Type of Employee	Payroll Deduction
☐	Full Time	$12.50/month
☐	.75 FTE or less	$8.33/month
☐	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 :