

HSC PAYROLL DEDUCTION AUTHORIZATION FORM FOR EMPLOYEE PARKING PRE-TAX FORM

 NAME: _____ TU ID #: _____
 INTEROFFICE TELEPHONE: _____ EMAIL: _____
 PARKING AREA: _____ HANGTAG: _____

I hereby authorize the Office of Parking Services to **START / CHANGE / STOP** my payroll deductions for Employee Parking. I understand that, to the maximum extent possible, my payroll deductions shall be made on a before-tax basis, subject to the terms and conditions of the Temple University Before-Tax Employee Parking and Transportation Benefit Program (the "Program"). (Refer to your Benefit Program Description for the maximum amount you may contribute on a before-tax basis and the effective date of the election.) I understand that my payroll deductions for parking will continue as described above for subsequent months unless I change it by filing a new Payroll Deduction Authorization form within the time limit described in the Benefit Program Description. I understand that if for any reason my payroll deductions are not processed on time, I am required to pay daily parking fees to use a parking area.

CHOOSE APPROPRIATE PAY CYCLE AND PARKING PAYROLL DEDUCTION PLAN
MONTHLY PAYROLL DEDUCTION PLANS
BIWEEKLY PAYROLL DEDUCTION PLANS

 PAC – MH Guaranteed Monthly \$119.00

 PAC – BH Guaranteed Biweekly \$54.78

CHANGE PARKING FROM _____ to _____

EMPLOYEE SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY
ONE TIME ADJUSTMENT
 MONTHLY PRETAX DEDUCTION

 BIWEEKLY PRETAX DEDUCTION

 MONTHLY PRETAX REFUND

 BIWEEKLY PRETAX REFUND

PAY PERIOD ENDING _____ AMOUNT \$ _____

Initials/Date Sent to Information Management : _____

Initials/Date Entered/Changed/ Locked Out/ Deleted in McGann : _____

Initials/Date Entered/Changed/Deleted in Parker : _____

Supervisor: _____ Date: _____