

**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 \$122.00

 PAC – BH  Guaranteed Biweekly \$56.16

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: \_\_\_\_\_