

TEXAS  STATE  
UNIVERSITY

*The rising STAR of Texas*

Payroll Deduction  
Authorization Form

**Payroll Deduction for Annual Parking Permit**

Employees who are eligible for and are purchasing an Annual Parking Permit may request to have the cost of the permit deducted from their paycheck. Faculty with a nine or twelve-month appointment, and Texas State staff persons employed at least 50% FTE are eligible for payroll deduction. Temporary staff, adjunct faculty with less than a nine-month appointment and non-student, non-regular staff is ineligible. Enrollment will continue in subsequent years unless Parking Services is notified in writing to cancel the deduction.

**Deductions**

Deductions will occur over a nine-month period for faculty and a twelve-month period for staff and faculty that have elected to have a twelve-month salary spread if purchased prior to September 1st. The amount will be equal to either one-ninth or one-twelfth the permit price. If purchased after September 1st, the number of payments and amount is based on the number of months remaining in the fiscal year at the time of purchase and will be determined by the Payroll Department. The amount drawn will be after-tax.

**Authorization for Payroll Deduction**

I voluntarily authorize this deduction from my my payroll check for payment of a Texas State parking permit. I understand that this deduction will be in effect until I revoke this authorization by informing Parking Services in such time and such manner as to afford my employer a reasonable opportunity to act on it.

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Please Print Name

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ID #

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Employee Signature

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Date

**Return completed form to the Parking Services Office, Matthews St.  
Garage. Office number 512-245-2887**