



Riverpoint Parking Services

412 E. Spokane Falls blvd.
314 South Campus Facility
(west side), behind the Bookie
509-368-6999

RIVERPOINT PARKING:

Application to pay Annual Parking Permit Fee through Payroll Deduction

Parking Permit Payroll Deduction Authorization

Eligibility

EWU Faculty, Classified and Administrative/Exempt personnel that are employed at 0.50 FTE or greater may now choose to pay for annual parking permits through taxable or pre-tax payroll deduction. Temporary employees are not eligible. **To be eligible, an employee must complete and submit this form to WSU Spokane Parking Services by close of business the 1st Monday in August.** Please review the following important information.

Pre-Tax Parking Fee Deductions

The Pre-Tax Parking Fee Deduction Program is **voluntary**. This option allows you to pay for Riverpoint (WSU) annual parking permit through EWU pre-tax payroll deductions. You must elect whether or not to deduct your parking fee from pre-tax income. Pre-tax deductions reduce your taxable income, allowing you to realize savings in Federal Income Tax, Social Security, and Medicare.

For more detailed information and frequently asked questions, visit the EWU Parking Services website.

Note: The use of this form is restricted to EWU Faculty, Classified and Administrative/Exempt personnel that are employed at 0.50 FTE or greater. Temporary employees are not eligible.

Deduction Options

Once your application for Pre-Tax parking has been approved, payments will automatically be deducted, starting with your first paycheck of the new academic year (See FAQ for details). Equal deductions of 1/8th of the cost of your parking pass will be taken from eight consecutive paychecks. *Deductions are not permitted to exceed the monthly limitations published by the IRS.*

Refunds

Important note for Pre-Tax electors. Tax laws do not allow for a refund of the Pre-Tax Parking Fee once deducted. If you wish to stop parking permit fee deductions, return the permit to the Riverpoint Parking office and complete the cancellation portion of this form. Submit your completed cancellation form to Payroll. Payroll will stop deductions on the next full payroll cycle. **No** payroll deduction cancellations will be processed after the 8th paycheck of the academic year.

Taxable deductions are refundable on a pro-rated basis. However, Parking Services will not issue refunds on annual permits with cancellation dates later than January 31st.

Instructions

If you are eligible to participate, complete the payroll deduction form when you purchase your Riverpoint (WSU) parking permit. Make sure you check the appropriate area in the **1** Pre-Tax election section. Indicate your **2** Permit Type and your **3** Appointment Type. Please complete sections **4** the Personal Information and **5** Sign and Date.

Please complete all sections below including your signature.

For Office Use Only (A)	
Permit Number:	
Permit Cost: \$	Per Pay Period (1/8 th): \$
WSU Parking Services Signoff:	
<input type="checkbox"/> Mark here for cancellation and employee complete boxes 4 & 5	

1 Pre-Tax Election: (Check one) Please read the Pre-Tax Deduction Information above. <input type="checkbox"/> Yes, I elect to have my parking permit fee deducted on a pre-tax basis . I understand I <u>cannot</u> get a refund, once the fee has been deducted. (see detailed information above) <input type="checkbox"/> No, I want my parking permit fee deduction taxed .	2 Indicated Permit Type: (check one) <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> CTR	3 Appointment Type: (check one) <input type="checkbox"/> Faculty—Qtr <input type="checkbox"/> Admin/Exempt <input type="checkbox"/> Faculty—Sem <input type="checkbox"/> Classified <i>I will be actively employed at 50% FTE or greater in the coming academic year.</i>
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4 Please Print:	<input type="checkbox"/> Activate Payroll Deductions	<input type="checkbox"/> Cancel Payroll Deductions
Name: _____	Department: _____	
EWU ID Number: _____	Daytime Phone: _____ - _____ - _____	

Important: I understand that payroll deductions must be completed by the end of the deduction period (January 31st). If for any reason, during the deduction period, I do not earn pay, or I sever university employment, I must return the permit and/or make other arrangements for payment. I will check my earning statements to make sure deductions are occurring. Questions? call Parking Svc 368-6999 or Payroll 359-2325. I certify to the accuracy of the information provided on this document.

I hereby authorize the Payroll Office to deduct from my pay checks the amount indicated on this form.

5 Signature: _____	Date: _____
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