**PARKING PERMIT
REQUEST FOR PAYROLL DEDUCTION**

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| **PAYROLL DEDUCTION INFORMATION** |
| * Please use this form to request payroll deduction for your annual parking permit. To purchase a permit for a shorter period or pay through other method, please visit the Student Billing Resources (SS 1300).
* Accuracy of information is critical to avoid citations. Employees are responsible to accurately enter vehicle license plates below. Adding/changing plates can be done online at any time through the Public Safety webpage at [www.uwgb.edu/publicsafety/](http://www.uwgb.edu/publicsafety/) then click on “Employee Permit”.
* The campus uses virtual permits identified by the vehicle license plate. For more information on the virtual permit, see the [Office of Public Safety Parking website](http://www.uwgb.edu/publicsafety/parking/index.htm).
* Multiple vehicles may be registered with your permit. However, only one of the vehicles registered to your permit is allowed to be on campus at a time. Having multiple vehicles registered to one permit on campus at the same time is a parking violation. Offending vehicles will receive a citation.
* Automated License Plate Readers are used to verify parking compliance; therefore, the vehicle license plate must be visible to the traffic lane.
* Vehicles must be parked within one stall in designated parking areas and are prohibited from parking on lot end caps.
* Employees are responsible to review the parking regulations located on the University Police webpage.
* Permits cannot be shared between individuals except for those who carpool.
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| **ANNUAL PARKING RATES & DEDUCTION INFORMATION** |
| * Parking deductions are split and taken equally on the September through May paychecks.
* Parking Permit Fees are based on hire date and are as follows:
	+ **If hired between August 11th and October 25th $210.00**
	+ **If hired between October 26th and January 18th $157.50**
	+ **If hired between January 19th and March 16th $105.00**
	+ **If hired between March 17th and May 24th $52.50**
	+ **If hired between May 25th – August 8th $45.00**

 *\*Employees starting after May 15th will need to purchase permit directly from the Student Billing Resources Office or online* |
| **EMPLOYEE INFORMATION** |
| Employee Name: |        | Department: |  |
| Empl ID:  |  | Hire Date:  |  |
| Vehicle Information: | Vehicle License Plate:  Plate type:(auto, truck, etc.) State:Vehicle License Plate:  Plate type:  (auto, truck, etc.) State:Vehicle License Plate:  Plate type:  (auto, truck, etc.) State: |
| **SIGNATURE**  |
| I authorize the University of Wisconsin-Green Bay to withhold the total parking fee indicated above (based on my hire date) from my payroll checks for parking. This amount will be deducted in equal amounts based on the remaining payrolls available. |
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|  *Signature* |  | *Date* |
| ***Complete forms should be sent to Human Resources for processing.***  |
| **FOR HR USE ONLY** |
| Date Received:  | Fee Amount:   | Pay Periods:  |  |