

**Transportation & Parking Services**

**Faculty/Staff Permit Payroll Deduction Determination**

Ohio University Transportation & Parking Services (TPS) offers a variety of options to provide [parking access](https://www.ohio.edu/transportation-parking/policy/faculty-and-staff-permits) for campus employees. The annual fee for standard faculty/staff parking is $150 per year and fees will be deducted [pre-tax](https://webcms.ohio.edu/transportation-parking/staff-payroll-deductions) from all payroll checks of full-time, benefit eligible employees. All employees have the option to decline a parking permit and opt-out of paying the parking fee.

Those wishing to opt in/out of the annual parking fee should complete the below information and return it to [tps@ohio.edu](mailto:tps@ohio.edu) by the deadline specified below.

Once you have opted out of the annual parking permit fee you will not be able to opt back in until the next annual renewal period.

You can contact the TPS office with any questions related to the annual parking permit or opt out process by calling 740-593-1917, text 740-593-4040, e-mail at [tps@ohio.edu](mailto:tps@ohio.edu) or visit our website at [www.ohio.edu/transportation-parking](http://www.ohio.edu/transportation-parking).

**To complete this form, you must fill out the employee information section as well as choose (1) parking option and sign.**

**Employee Information**

**Employee’s Printed Name**: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**Employee’s ID Number**](https://obiprd.oit.ohio.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FFinance%20and%20Administration%20Dashboards%2F_portal%2FEmployee%20Lookup): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**PID Number**](https://www.ohio.edu/oit/services/accounts/my-account/whats-my-pid): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ohio ID**: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ex. bobcat@ohio.edu, Ohio ID= bobcat

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**(License Plate Number/State) (Make/Model) (Color)**

**My Home Mailing Address is**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yes, I would like to accept a parking permit, and agree to pay associated fees.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand by accepting an Ohio University parking permit, (print name)

I am agreeing to this payroll deduction totaling $150 per year\*.

[**Faculty/Staff Payroll Deductions**](https://webcms.ohio.edu/transportation-parking/staff-payroll-deductions)

\*Permit fees will be pro-rated based on time of purchase. Payroll deductions will begin at the time of purchase for the standard monthly payment amount based on the employee’s payroll schedule.

**Pre-Tax Payroll Deductions**: After making an election in the program your compensation will be reduced each pay through pre-tax payroll deductions through the end of the permit year. Pre-tax payroll deductions will be taken from each pay.

Faculty/staff parking is permitted in regular non-metered, non-restricted spaces within dark green and purple parking lots throughout campus. Standard permits are $150/fiscal year (July 1-June 30).

If for any reason the amount cannot be deducted from the customer’s paycheck (i.e. The customer did not receive a paycheck for the month) and the permit has not been returned to TPS, the customer is responsible for that amount (and subsequent missed deductions). TPS encourages customers who no longer need their parking permit to return the permit to the TPS Customer Care Center to stop the payroll deductions for the following month.

**I would like to opt out of the annual parking fee and I decline an annual permit.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand by declining

(print name)

an Ohio University parking permit, I will not be eligible for the annual parking permit and will have access to the following campus parking options:

\***Daily F/S Permit:** Can be purchased online via the [Parking Portal](https://ohiou.t2hosted.com/Account/Portal) for any date and time and will be valid in available dark green and purple parking lots on campus. This permit must be paid for out of pocket at the time of purchase as it is not eligible for payroll deductions. This is a printable permit.

\***Monthly F/S Permit:** Can be purchased online via the [Parking Portal](https://ohiou.t2hosted.com/Account/Portal) for a one-month period and will be valid in available dark green and purple parking lots on campus. This permit must be paid for out of pocket at the time of purchase as it is not eligible for payroll deductions. This is a printable permit.

\* **Metered spaces/Hourly Parking Facilities.** All fees are $1/hour and must be paid as marked in designated areas. Parkmobile offers a variety of options for contactless payment such as online payment or through the Parkmobile App.

\***Dark Green and Purple** campus parking lots are often open for public parking in regular non-metered, non-restricted spaces Monday – Friday from 5pm-7am and Saturday-Sunday. Individuals should check lot signage carefully to identify the lot designation and to be aware of special event closures.

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(Signature) (Date)