

Parking Assignment/Payroll Deduction Request Form

660 W Wash & 780 Regent Street

Printed Name _____

Signature _____
(needed for payroll deduction authorization)

Office Building/Department: _____

Office or Cell Phone: _____

EMPLID: _____

I have been assigned parking at: (check one)

660 Underground Garage _____ (\$60/month)

780 Underground Garage _____ (\$60/month)

Hotel Parking Ramp _____ (\$30/month)

660 Surface Lot _____ (\$30/month)

Effective Deduction Date:

Start Deduction*: _____

End Deduction: _____

** All parking fees will be handled through payroll deduction. Deductions are split evenly between 26 biweekly payrolls.*

REMINDER:

Employees are responsible for turning in their permit before they leave on their last day of employment to either the 660 Front Desk or the 780 Mail Room.

Vehicle Parking Registration Form

660 W Wash & 780 Regent Street

Employee: _____

Office Building: _____

Office Phone: _____ Cell Phone: _____

Make & Model	Color	License Plate
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Please list primary vehicle first.

1)

2)

3)

For Internal Use:

Date of Pick-up: _____

Check One:

660 Underground Garage

780 Underground Garage

Hotel Parking Ramp

660 Surface Lot

Permit/Tag Number: _____

Garage Door Opener #: _____