



PARKING DEDUCTION CHANGE AUTHORIZATION FORM

This form is only to change an after-tax payroll parking deduction to a pre-tax payroll parking deduction.

LAST NAME

FIRST NAME

MI

TTU ID #

I hereby authorize my parking deduction to be a pre-tax payroll deduction. I understand that:

- The annual parking permit fees are subject to change and I hereby authorize my payroll deduction to be changed according to the rates set forth by the Transportation and Parking Services according to the assigned parking permit, for the duration of my employment at Texas Tech or until I take action to terminate the payroll deduction.
- This deduction change will take effect the first of the month following when it is received by Human Resources.
- I must remit to Transportation & Parking Services a personal check for any month(s) in which I do not have a payroll deduction.
- If I choose to cancel the payroll deduction, I must notify Transportation & Parking Services in person and the cancellation will be effective for payrolls processed after the first of the month following receipt of the cancellation notice in the Office of Transportation & Parking Services.
- My parking permit can be revoked and Transportation & Parking Services can terminate the payroll deduction in the event of unpaid parking tickets or failure to pay the required amounts due for the permit.
- Pre-tax deductions are not eligible for refunds for any reason.

Employee Signature

Date

Please return this form to Human Resources for processing via Fax 806-742-1371 or
hrs.employee.services@ttu.edu