



# PAYROLL DEDUCTION AUTHORIZATION

**Employee Name** (please print): \_\_\_\_\_

**Identification Number (B#):** \_\_\_\_\_  
(Parking Office will provide if needed)

**License plates to link to my permit:** \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_  
(Up to 3 plates)

**Parking Permit** (select **only one** box):

**Option 1: Garage/ Paid Lot Permit**

- Annual  \$500.00 total (8/16 – 8/15; \$83.33 from each check of SIX payroll checks)
  - Fall  \$275.00 total (8/16 – 1/18; \$68.75 from each check of FOUR payroll checks)
  - Spring  \$275.00 total (1/19 – 5/31; \$68.75 from each check of FOUR payroll checks)
- There is no summer deducted permit*

**Note:** Garage parking payroll deductions are available year-round.

**Option 2: Open Lot Permit**

- Annual  \$160.00 total (8/16 – 8/15; \$40.00 from each check of FOUR payroll checks)

**Note:** Parking permit deductions made by the Research Foundation are only available for permits purchased by September 30 of the academic year.

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**TO THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK**

I hereby authorize you to deduct \$\_\_\_\_\_ from my salary check(s) in payment for the parking and registration fees as designated above.

I understand that I may revoke this payroll deduction at any time by giving written notice to the Research Foundation of State University of New York Personnel/Payroll Office, located in the ITC Building, first floor.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parking Services Processing Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsored Funds Processing Approval

\_\_\_\_\_  
Date