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**ELECTION FORM FOR PARKING PERMIT/PAYROLL DEDUCTION AUTHORIZATION**

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As a condition of receiving Lehigh University parking permit(s) for my motor vehicle(s), I hereby authorize Lehigh University, my employer, to deduct from each of my regular paychecks (either monthly or semi-monthly, whichever is applicable) the monthly or semi-monthly cost of my parking permit(s), and any fines accrued to any of my vehicles, registered or unregistered, subject to the following conditions:

- I. I elect to have the cost of my permit deducted on an After-Tax Basis (**check one**):
- \$500/year - Asa Packer Campus and SouthSide Campus Parking Zones
  - \$250/year - Mountaintop, 125 Goodman, 126 Goodman, and Goodman Lot E Parking Zones
  - \$86/year - Evening & Weekend Only or Evening & Weekend with Commuter Lot Privileges
  - \$170/year - Academic Break Permit including Evening & Weekend Privileges
  - \$0/ year - Commuter Lot Privileges Only
- II. I understand that, in order to pay for the cost of a parking permit on a payroll deduction basis, I must submit this Election Form before the effective date of the parking permit.
- III. I understand that a parking permit is good for up to one year, provided I remain eligible for parking benefits. My payroll deductions automatically will remain in effect until I file a Cancellation Election to cancel and relinquish my parking permit, and cancel my payroll deduction election. Such Cancellation Election must be received at least ten business days prior to the beginning of a payroll period in order for the cancellation of my payroll deduction authorization to be effective for that payroll period.
- IV. Any fines that I owe will be deducted on an after-tax basis, but will not be deducted until the later of:
- A. At least thirty (30) calendar days after the violation;
  - OR-
  - B. Until such time as the fine has been sustained by the Lehigh University Parking Appeals Committee, if an appeal was received within seven (7) working days of the date of the violation.
- VI. If I am issued a Bethlehem Parking Authority garage access card and building entry tag, I will return both to the Parking Services office prior to terminating my employment. Failure to return these items will result in a deduction to my final paycheck equal to the cost of the deposit which was paid for by Lehigh University to the Bethlehem Parking Authority.

This Payroll Deduction Authorization in no way waives my right of appeal as specified in the Lehigh University Parking Regulations.

Name: \_\_\_\_\_

Last Name, First Name

Lehigh ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_