



PAYROLL DEDUCTION FORM

I do hereby authorize the Payroll Office at The University of Texas at El Paso to take a deduction from my paycheck(s) for **parking charges**. I agree to have any unresolved or outstanding debt repaid to the University at the end of my employment with University.

Please select the number of deductions:

- ☐ ONE TIME
- ☐ MONTHLY (OCTOBER 1st – JUNE 1st)

Please choose the appropriate tax option:

- ☐ Payroll deduction on a pre-tax basis per pay period. (Payroll deductions will take place before taxes are paid.)
- ☐ Payroll deduction on a post-tax basis per pay period. (Payroll deductions will take place after taxes have been deducted.)

I further understand and agree that the Payroll Office will automatically take a deduction for any outstanding debts or obligations on the next available payroll and/or other payroll, as may be necessary to recover the outstanding balance owed.

It is also my understanding that in the event of an adverse ruling by the Internal Revenue Service concerning the Federal income tax liability of individuals who participate under this plan, it will be my responsibility to satisfy any Federal income tax deficiency.

Receipt of your request for the University of Texas at El Paso to begin payroll deduction on your behalf is acknowledged beginning with the 20____-20____ fiscal year.

UTEP ID (80#): _____

UT EMPL ID (600#): _____

Name: _____

Amount Due: _____

Signature: _____

Date: _____

PTS OFFICIAL USE

Received by: _____

Date: _____

Processed by: _____

Date: _____

Permit #: _____