

Faculty & Staff Vehicle Registration Payroll Deduction Authorization Form

Payroll Deduction

I authorize payroll deduction of the amount specified by James Madison University for my salary range and status. **I understand this deduction will begin immediately and will remain in effect until the permit is returned to Parking Services and or request is made for the deduction to be discontinued.** (i.e. Termination of employment, or no longer wishing to permanently register a vehicle, etc.)

*Print Name		
(Last)	(First)	(Middle Initial)
*Payment Authorization Signature		Date / /
*Mandatory fields required to process application.		

Pre-tax Deduction

Tax codes allow parking fees to be deducted from pre-tax dollars. By allowing a pre-tax deduction, an employee participating in payroll deduction will have his/her taxable income reduced.

Employees are automatically enrolled in the pre-tax program unless they notify payroll in writing that they are opting out by signing the section below.

Pre-tax Deduction Opting Out Authorization

- I do **NOT** wish to participate in the pre-tax payroll deduction of vehicle registration fees.

Signature	Date / /
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Parking Services use only
Full, 1/2, or 1/3 Deduction Per Pay: \$ _____
Empl ID: _____
Total Deduction: \$ _____

Parking Services use only

Permit #:

Name:

Date:

Initials: