

WVURC
West Virginia University Research Corporation
Employee Parking Permit Payment Authorization

This authorization is valid from _____ until _____ .

I hereby authorize my employer, West Virginia University Research Corporation, to deduct from my earnings my current monthly amount which will then be transmitted to the West Virginia University Parking Office and applied to my annual parking permit fee.

I understand the deduction will be made once per month on a continuing basis from my pay beginning with the end of the month pay period following receipt of authorization by the West Virginia University Research Corporation Payroll Office.

I further understand that I may revoke this authorization at any time by filing a written request with the West Virginia University Parking Office and surrendering the associated permit. The revocation will become effective the pay period following receipt of the written notice and any privilege associated with the parking permit to which applied will terminate.

Please fill out this form, print it, sign it and take it to :

West Virginia University Parking Control Office
3040 University Avenue, PO Box 6561
Evansdale Campus
Phone: (304) 293-5502
Fax: (304) 293-3939

**All items marked with a star (*) are mandatory. Do not forget to fill in all circles that apply to you.*

* Last Name: _____

* First Name: _____

Middle Initial: _____

* University Post Office Box: _____

* Current Parking Area: _____

- * I want:
- Pretax payroll deduction (Paid quarterly by WVURC, when notified of effective date and location for payroll deduction.)
 - Post tax payroll deduction
 - Pay
 - Cash/Charge

The undersigned authorizes the payroll deduction as indicated above:

* Signature _____

* Date: _____

Reminder: After authorization, with parking area and cost noted, the employee must return a copy of this form to the WVURC Human Resources Office for processing of payroll deduction.

Note: Do not forget this form must be filled out yearly.

----- Parking Management Only -----

Reviewed and approved by Parking Management: _____