
ELECTION FORM FOR PARKING PERMIT/PAYROLL DEDUCTION AUTHORIZATION

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 (**check one**):
- On a Before-Tax Basis** (You must check this box if you wish to receive the tax advantage of participating in the University's Before-Tax Employee Parking Benefit Program.)
- On an After-Tax Basis**
- II. I understand that, in order to pay for the cost of a parking permit on a payroll deduction basis (whether before or after tax), I must submit this Election Form (and Employee Consent to Participate in the Before-Tax Employees Parking Benefit Program, if applicable) 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. If the cost of a parking permit should change for any reason, my payroll deduction election will automatically change to accommodate the adjusted cost, unless I discontinue my parking privilege by submitting a Cancellation Election for this purpose in accordance with the preceding paragraph.
- V. 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 access card and permit, 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 Motor Vehicle Regulations.

Signature: _____

Date: _____

Lehigh University Before-Tax Employee Parking Benefit Program
Employee Consent to Participate via
Before-Tax Payroll Deduction (Parking Benefits)

I, _____, elect to participate in the Lehigh University Before-Tax Employee Parking Benefit Program (the "Program") in order to purchase, by means of before-tax payroll deductions, a permit for parking at designated Lehigh University parking garages, lots, or University-controlled parking spaces. I have received and read the Program Description for the Program.

I understand that this Employee Consent to Participate is not an order for a parking permit and that I must submit an order in advance of the first period for which the permit will be effective, in accordance with the administrative procedures of the University, to receive a parking permit. I must also file an Election Form authorizing before-tax payroll deductions.* Consistent with applicable law, I understand that my before-tax payroll deduction election will remain in effect until my parking permit expires, I terminate employment or otherwise become ineligible for parking benefits, or I decide to cancel my election and relinquish my parking permit. To cancel my election, I must file a Cancellation Election form with the Parking Services Office, in advance of the payroll period for which it will first be effective. I will receive no refund of any amounts representing unused parking benefits prior to my filing a Cancellation Election.

By filing the Election Form authorizing before-tax deductions, I consent to have the annual cost of the parking permit deducted ratably on a before-tax basis from each regular paycheck that I receive up to the legal limit. However, for any period in which I do not receive a regular paycheck but retain my parking privileges, I consent to have the fee for the period accrued and deducted from my next regular paycheck.

I understand that my election authorizing before-tax deductions will remain in effect so long as I retain my parking permit, unless I affirmatively cancel my election. As discussed in the Program Description, the amount of the before-tax payroll deduction will be adjusted to reflect adjustments in the amount of the parking fee. If I cancel my election, I must file a new Election Form to authorize before-tax deductions if I later apply for a new parking permit.

My participation in the Program does not obligate me to order a parking permit; to do so I must submit an order and file an Election Form authorizing before-tax payroll deductions.

I agree that my election to participate in the Program obligates me to pay the entire periodic cost of each parking permit that I order. If I terminate employment with the University, I will be obligated to pay the University the full cost of that parking permit for the period prior to my relinquishing it, and I consent to the University deducting the cost from my final paycheck. Upon my termination of employment, I will immediately return any parking permit that is in my possession to the Parking Services Office. If I fail to do so, I will be obligated to pay to the University the full cost of that parking permit for the period of time until I relinquish it, and I consent to the University deducting the cost from my final paycheck. If my final paycheck is insufficient to repay any outstanding balance, I acknowledge that such outstanding balance is a debt to the University that may be collected. I consent to the use of electronic mail or other electronic means for all future delivery of notices and elections related to the Program.

My participation in the Program will automatically terminate upon termination of my employment with the University.

Signature

Date

Return to Parking Services
622 Brodhead Avenue

* "Before tax" means for federal income tax purposes. State and local tax treatment may be different. Amounts deducted from your pay are taxable income for Pennsylvania purposes.