

LIBERTY UNIVERSITY PARKING PERMIT  
PAYROLL DEDUCTION ENROLLMENT AUTHORIZATION FORM

Liberty University Employee ID # \_\_\_\_\_ (include leading zeros)

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

Home Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address \_\_\_\_\_

**Qualified Transportation Expense (QTE):**

**I accept the parking benefit and I elect to have my yearly permit fee paid via payroll deduction on a Pre-Tax Basis.**

I agree to return my parking permit should I terminate employment or change status so I am not eligible for the parking benefit. I also understand that in these instances failure to return the parking permit will result in the revocation of all campus parking privileges associated with the parking permit.

**Important note regarding Pre-Tax deductions.** Tax laws do not allow for a refund of the Pre-Tax Parking Fee once deducted.

**Annual Payroll Deduction Information:**

One payroll deduction will be made during the payroll period closest to October 31. Employees registering vehicles after October 31 will have the deduction taken from the next available pay cycle.

There will be a total of 1 deduction made during the Plan Year in the amount elected below.

- Thirty dollars (Zone 3 – Former East Intramural Field, Carpool and Remote Campuses)
- Fifty dollars (Zone 2 – Green Hall area)
- Four hundred dollars (Zone 1 – DeMoss Hall area)
- Six hundred dollars (Gated Reserved)

I authorize the payroll deduction indicated above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_