

RESEARCH FOUNDATION/UNIVERSITY PARKING PERMIT PAYROLL PARKING DEDUCTION AGREEMENT

Name (please print): _____

Department/Office: _____

CSULB ID#: _____

Keycard #: _____ (first 5 digits) Hanger #: _____ Issue Date: _____

I hereby authorize the CSULB Research Foundation ("Research Foundation") to make payroll deduction(s) for the cost of my University ("CSULB") and/or Research Foundation parking permit from any salary or wages due me. These deduction(s) will be in addition to any other voluntary payroll deduction that I may currently have. I understand that I will be responsible to make payment directly to the Research Foundation for any month that my available salary or wages do not cover the monthly charge(s).

I understand that the monthly charge(s) to which I agree will be the prevailing rate charged by CSULB or the Research Foundation for employee parking. Current rates are as follows:

- **\$15.09 (Non-Exempt staff) / \$25.00 (Exempt staff) per month (no partial deductions) for Research Foundation regular parking;**
- **\$15.09 (Non-Exempt staff) / \$25.00 (Exempt staff) per month (no partial deductions) for CSULB regular parking; and**
- **\$50.00 per month (no partial deductions) for Research Foundation reserved parking.**

I understand that the Research Foundation and/or CSULB may increase this fee at any time, and I authorize the Research Foundation to increase my payroll deduction(s) at any time to meet this increased rate which may include retroactive charges. I understand that this Agreement shall remain in effect until my employment is terminated, but may be terminated at any time earlier either at my direction or at the direction of the Research Foundation and/or CSULB. **In order to stop payroll deductions, the keycard and hanger (as applicable) and written request must be provided to the Research Foundation HR office. I will be responsible for the full monthly payment regardless of partial month use (no partial or pro-rated deductions). Deductions will continue during a Leave of Absence.**

All parking permit payroll deductions are processed on a pre-tax basis. I understand that through this payroll deduction process for CSULB parking, the Research Foundation is merely providing a method of payment for my CSULB parking permit, and that the Research Foundation makes no representations as to the availability, safety and/or security of parking on the CSULB campus.

To **START** your Parking Payroll Deduction, please **initial** all deductions that apply:

_____ Research Foundation regular/undesignated parking permit - (\$15.09/\$25.00 per month)

_____ Research Foundation reserved/designated parking permit - (\$50.00 per month)

_____ CSULB University virtual parking permit (issued by the campus) - (\$15.09/\$25.00 per month)

_____ I wish to **STOP** my existing Payroll Parking Deduction effective: _____
mm/dd/yyyy

Employee Signature

Date