

## Villanova University Parking Permit Payroll Deduction

Please Print:

Employee Name \_\_\_\_\_ VU ID # \_\_\_\_\_

POSITION:  Full-Time Staff     Full-Time Faculty    Department/Bldg. \_\_\_\_\_  
 Part-Time Faculty/Staff

DEDUCTION FROM EACH PAYCHECK AS FOLLOWS:  
    \_\_\_ \$5.77 - Staff - biweekly - Hang Tags valued at \$150.00  
    \_\_\_ \$4.81 - Staff - biweekly - Hang Tags valued at \$125.00  
    \_\_\_ \$2.89 - Staff - biweekly - Main lot permit valued at \$75.00  
    Exempt/Nonexempt - September through August  
    Maintenance/Custodial/Dining Services - August through August

Full-Time Faculty - monthly from September through May  
    \_\_\_ \$16.67 - For Hang tags valued at \$150.00  
    \_\_\_ \$13.89 - For Hang tags valued at \$125.00  
    \_\_\_ \$8.34 - For Main lot permit valued at \$75.00  
    \_\_\_ \$30.00 - Part-Time Faculty/Staff - One Time Fee

By submitting this request, I agree to have my payroll deduction sheltered from federal and FICA tax per IRS guidelines.

I hereby authorize the University to deduct the parking permit fee shown above.

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

***\*Current employees – Register for parking through NOVASIS by mid-August and payroll deduction is automatic. Payroll deduction is not available to current employees who apply for a parking permit after mid-August.***

***\*New employees - Return to Public Safety with completed vehicle registration form.***

=====

### FOR OFFICE USE ONLY

Deduction:    (circle one)            \$75.00            \$125.00            \$150.00            \$30.00

PUBLIC SAFETY OFFICE - date received \_\_\_\_\_

PAYROLL OFFICE            - date received \_\_\_\_\_

Additional copies are available at:  
[http://www.villanova.edu/publicsafety/assets/documents/forms\\_downloads/payroll\\_deduction.pdf](http://www.villanova.edu/publicsafety/assets/documents/forms_downloads/payroll_deduction.pdf)  
or  
<http://www.payroll.villanova.edu>