I hereby authorize the Office of Parking Services to **START / CHANGE / STOP** my payroll deductions for Employee Parking. I understand that, to the maximum extent possible, my payroll deductions shall be made on a before-tax basis, subject to the terms and conditions of the Temple University Before-Tax Employee Parking and Transportation Benefit Program (the “Program”). (Refer to your Benefit Program Description for the maximum amount you may contribute on a before-tax basis and the effective date of the election.) I understand that my payroll deductions for parking will continue as described above for subsequent months unless I change it by filing a new Payroll Deduction Authorization form within the time limit described in the Benefit Program Description. I understand that if for any reason my payroll deductions are not processed on time, I am required to pay daily parking fees to use a parking area.

**CHOOSE APPROPRIATE PAY CYCLE AND PARKING PAYROLL DEDUCTION PLAN**

**MONTHLY PAYROLL DEDUCTION PLANS**

- **PKR Ambler Monthly**  
  ($60.00 over 2 pays)

**BIWEEKLY PAYROLL DEDUCTION PLANS**

- **PKR Ambler Biweekly**  
  ($30.00 over 4 pays)

**CHANGE PARKING FROM** _____________________________ to ________________________________

**EMPLOYEE SIGNATURE:** ___________________________________________  **DATE:** _________________________

**FAXED TO MAIN CAMPUS OFFICE AT EXT. 1-4934**  **DATE:** __________  **INITIALS** ________

**FOR MAIN CAMPUS OFFICE USE ONLY**

**ONE TIME ADJUSTMENT**

- [ ] **MONTHLY PRETAX DEDUCTION**
- [ ] **BIWEEKLY PRETAX DEDUCTION**
- [ ] **MONTHLY PRETAX REFUND**
- [ ] **BIWEEKLY PRETAX REFUND**

**PAY PERIOD ENDING** ________________  **AMOUNT $_________________________**

Initials/Date Sent to Information Management: ________________________

Initials/Date Entered/Changed/ Locked Out/ Deleted in McGann: ________________________

Initials/Date Entered/Changed/Deleted in Parker: ________________________

**Supervisor:** ___________________________  **Date:** ________________________