RESEARCH FOUNDATION/UNIVERSITY PARKING PERMIT
PAYROLL PARKING DEDUCTION AGREEMENT

NAME (PLEASE PRINT) _____

DEPARTMENT/OFFICE _____

CSULB ID # _____

FOUNDATION USE ONLY

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 Research Foundation and/or University ("CSULB") 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 monthly rates are as follows **(no partial or pro-rated monthly deductions allowed):**

- **$20.00 (Non-Exempt Staff)/ $30.00 (Exempt Staff/MPP) with monthly automatic payroll deductions** per month for Research Foundation regular/undesignated lot parking (non-student);
- **$45.00 (Students/All Others)** per month for Research Foundation or CSULB regular/undesignated lot parking;
- **$70.00** per month for Research Foundation reserved/designated lot 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 - ($20.00/$30.00 per month with automatic parking deduction / $45.00 per month students/all others)

_____   Research Foundation **reserved/designated** parking permit - ($70.00 per month)

_____   CSULB University virtual parking permit (issued by the campus) - ($45.00 per month)

_____   I wish to **STOP** my existing Payroll Parking Deduction effective: _____

Employee Signature: _____   Date: _____