

# Employee Parking Plan Enrollment/Change Form



I would like to... ☐ Enroll ☐ Change (Fill in new information and sign below.)  
☐ Cancel (Skip vehicle info & permit type sections.)

IIT ID# \_\_\_\_\_ Affiliation: ☐ Faculty ☐ Staff

Name: \_\_\_\_\_  
Last First

Permanent Address: \_\_\_\_\_  
Street City State ZIP

IIT E-mail: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

## VEHICLE INFORMATION *(Skip this section if vehicle info is the same as last year.)*

Primary Vehicle \_\_\_\_\_  
Year Make Model License Plate# State Color  
☐ Car ☐ Van/Minivan ☐ SUV ☐ Truck ☐ Other \_\_\_\_\_

\*Alternate Vehicle \_\_\_\_\_  
Year Make Model License Plate# State Color  
☐ Car ☐ Van/Minivan ☐ SUV ☐ Truck ☐ Other \_\_\_\_\_

\*Alternate vehicles may be registered as substitutes in the absence of the primary vehicle. A parking permit is valid for (1) vehicle parked on campus at a time. Carpool registration requires a Carpool Membership Form in addition to the Employee Parking Plan Enrollment Form.

## PERMIT TYPE

A2 Permit ☐ Annual ☐ Academic (Faculty Only)

Flex Permit ☐ Annual ☐ Academic (Faculty Only)

Blue Permit ☐ Annual ☐ Academic (Faculty Only)

Carpool Permit ☐ Annual ☐ Academic (Faculty Only)

Gold Permit ☐ Gold Annual

Parking Lot: \_\_\_\_\_

Evening Permit  
(Faculty Only, Lump Sum Payment Required)

☐ Evening Fall

☐ Evening Spring

### PERMIT INFORMATION

Annual Permits valid thru 8/31/2016

Academic Permits valid thru 5/31/2016

A2 Permits valid in A2 and A2 East Only

Gold Permits valid in specific reserved area  
PLUS general visitor spaces and Flex lots

Evening and All Permits valid in general  
spaces campus wide, Mon-Fri, 4pm – 7am

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## **PLEASE READ THE FOLLOWING**

### **Payroll Deduction Authorization**

- ☐ By checking this box and signing below, I authorize, as of the date hereof, IIT to deduct, for my benefit, from my paycheck the then-current monthly parking expense corresponding to the permit selection that I have made above. To the full extent allowed by law, I request that this deduction to be made on a pre-tax basis. I understand and agree that my permit will be automatically renewed on an annual or academic basis, as the case may be, and that these deductions will continue until my employment with IIT ends or until I submit an updated form to the Access, Card & Parking Services Office.

### **Payroll Deduction Cancellation**

- ☐ By checking this box and signing below, I am opting out of the IIT Employee Parking Plan and canceling my payroll deductions.

### **Tax Certifications**

By signing below, I acknowledge that in accordance with the provisions of Section 132(f) of the Internal Revenue Code, as amended, I am authorizing IIT, as noted above, to reduce my taxable earnings for the amount of my eligible transportation-related expenses, and in connection with this authorization, I hereby certify that the amount of this deduction does not exceed my actual expenses and that if I have a change in transit status I shall file a completed Employee Parking Enrollment Form with the Access, Card & Parking Office and/or Certification & Election Form with Payroll. Further, although the intent is that amounts deducted and/or paid to me hereunder are not to constitute taxable income, if for any reason the Internal Revenue Service determines these amounts are taxable, then I agree that I will be responsible for the taxes due plus any interest or penalties and will hold IIT harmless for the same. I understand and agree that IIT reserves the right to request additional evidence or other information concerning this request and may, in its sole discretion, terminate or change the terms of this program at any time.

### **Parking Rules and Restrictions**

In consideration hereof, I hereby agree to comply with the policies governing parking at IIT, which policies are posted at <http://www.iit.edu/~parking/policy.html>. I acknowledge my responsibility for all parking violations that I may actually commit, and I authorize IIT or its designated representative to tow and store, at my expense, any vehicle registered to me or identified in the *Vehicle Information* section above that is parked in violation of IIT parking policies or posted signs. In addition, I agree to promptly pay or appeal any tickets issued to any vehicle registered to me or identified in the *Vehicle Information* section above within the allotted time. If such fines are not paid or appealed in the allotted time, I understand that IIT may take all legal recourse available to it to recover such fines to deduct such fines. Further, if I am an IIT student, I understand that IIT may place a hold on my registration for classes, my request for transcripts and/or the awarding of my diploma until such fines have been paid in full; if I am an employee of a Tenant of IIT, I understand that that IIT may disclose the existence of such fines to my employer and bill my employer the amount associated therewith to the maximum extent allowable under my employer's Lease Agreement with IIT. I also understand that it is my responsibility to notify Access, Card & Parking Office in the event my vehicle is sold or transferred and that I will only be release of liability for any citations issued subsequent to such sale or transfer upon my providing the Access, Card & Parking Office proof that I am no longer the registered owner thereof.

### **Signature**

I represent that I have read the foregoing and that all information provided herein is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **OFFICE USE ONLY**

**Permit Information:** Permit# \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_ Card# \_\_\_\_\_

**Payroll Deduction Plan:** Initial Payment \_\_\_\_\_ Initial Date \_\_\_\_\_ Biweekly Rate (Staff) \_\_\_\_\_ OR

Monthly Rate (Faculty) \_\_\_\_\_ Processor Initials \_\_\_\_\_