

TEXAS WOMAN'S UNIVERSITY
PARKING FEE
AUTHORIZATION AGREEMENT

Decal #1: _____

Decal #2: _____

Decal #3: _____

Date: _____

FOR DPS USE ONLY

NAME _____

TWU EMPLOYEE ID _____

DEPARTMENT _____

POSITION HELD _____

PHONE # _____

STAFF

FACULTY

PLEASE CHOOSE YOUR CORRECT CLASSIFICATION

- Staff employees will have the fee divided over 12 payments.
- Faculty will have the fee divided over 9 payments.
- Adjunct faculty will have the fee divided over 4 payments.

Definitions:

EXEMPT: Faculty and Administrative Staff that do not accrue compensatory time.

NON-EXEMPT: Staff that accrue compensatory time

NON-EXEMPT

ANNUAL \$90

FALL SEMESTER ONLY \$81

SPRING SEMESTER ONLY \$81

SUMMER ONLY \$81

EXEMPT

ANNUAL \$97

FALL SEMESTER ONLY \$87

SPRING SEMESTER ONLY \$87

SUMMER ONLY \$87

NUMBER OF EXTRA DECALS _____ \$10 each

I hereby authorize Texas Woman's University to make deductions from my paycheck totaling the amount indicated above to pay for my parking decal(s) at Texas Woman's University. **I understand that if I leave my position at Texas Woman's University before I have completed paying the full amount for my decal the remainder will be deducted from my final paycheck.** If the final check is not sufficient to cover the remainder, I agree to pay the remainder by check or money order directly to the Department of Public Safety at Texas Woman's University at the conclusion of my employment at TWU. **NOTE:** I understand that if this authorization is received after September 2004 my parking fee will be divided over the number of months remaining in my appointment for the academic year.

I also agree to reduce my check for this parking fee on a pre-tax basis according to IRS section 132(f). Therefore, the cost of my parking will not be subject to federal withholding and social security taxes.

SIGNATURE

DATE

CLERK #: _____

Please submit this form along with your parking permit application and supporting documents to:

Department of Public Safety
Texas Woman's University
PO BOX 425767
Denton, TX 76204-5767