

**Indiana State University**  
**Parking Permit Deduction Authorization Form**

Employee Name \_\_\_\_\_ University ID # \_\_\_\_\_

Please Check the Desired Parking Permit(s) Listed Below:

ISU Surface Lot Parking Permit       Cherry Street Multi-Modal Facility Parking Permit

I hereby authorize Indiana State University to deduct from my pay the amount required for the purchase of a parking permit each year. I understand that I may revoke this deduction at any time by way of written notice to the Indiana State University Payroll Office. This revocation would be applicable on the next payroll period following the University's receipt of such notice. I understand that revoking my payroll deduction does not release me from any fees that may still be owed toward the purchase of my parking permit. I also understand that I must return my parking permit should I decide to cancel my payroll deduction or terminate employment with Indiana State University.

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

**Salary Conversion Option Election**

Indiana State University offers a Salary Conversion Program, under Section 132(f) of the Internal Revenue Code, which allows employees to use pre-tax dollars to pay for the purchase of a parking permit. This program eliminates state and federal income taxes and reduces Social Security (FICA) taxes by the amount of the parking permit cost. As an employee using payroll deduction to purchase your parking permit, you may elect to participate in the Salary Conversion Program.

Please Check the Appropriate Option Below:

**REDUCT – BEFORE TAXES** State/Federal income taxes as well as Social Security (FICA) taxes will be eliminated for the amount that I pay through payroll deduction for a parking permit. I understand that this may increase my take-home pay. Along with a reduction in taxes, this may also reduce my Social Security income at retirement if my salary is below the annual Social Security Wage Base.

**DEDUCT – AFTER TAXES** I elect NOT to participate in the Salary Conversion Program at this time.

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

**FOR OFFICE USE ONLY**

Payroll Status: Monthly \_\_\_\_\_ Biweekly \_\_\_\_\_

ISU Surface Lot Permit: Amount \$ \_\_\_\_\_ Permit # \_\_\_\_\_ Start Date \_\_\_\_\_ Term Date \_\_\_\_\_

Multi-Modal Permit: Amount \$ \_\_\_\_\_ Permit # \_\_\_\_\_ Start Date \_\_\_\_\_ Term Date \_\_\_\_\_