

# EMPLOYEES – UW Bothell

*Shaded area to be completed by Cashier Office*

Parking Permit No.: \_\_\_\_\_

U-PASS Activated?: \_\_\_\_\_

Entered in D/B: \_\_\_\_\_

## Motorcycle & Night Parking Quarter/Year: \_\_\_\_\_

With this form, faculty, staff, and temporary employees may select Motorcycle or Night Parking Permits. With this form, permanent faculty and staff, staff with fixed duration appointments (6 month minimum) and faculty with two plus consecutive quarterly appointments may authorize UWB to initiate a pre-tax payroll deduction so that the cost of the permit is spread over the permit valid period.

### Personnel Eligible to Purchase Parking Permits:

- Affiliate faculty, confirmed by UW Academic Personnel, Permanent Faculty and Staff
- Retirees employed on campus either 40% FTE or on an hourly basis. These are not eligible for payroll deduction.

**Employee Data:** I certify the information provided below is correct.

UW Employee ID (NOT Social Security #) _____ Email Address _____		<input type="checkbox"/> Permanent Faculty	<input type="checkbox"/> Permanent Staff
		<input type="checkbox"/> Temporary Faculty	<input type="checkbox"/> Fixed Duration Staff
		<input type="checkbox"/> Temporary/Hourly Staff	
First Name ( ) _____ M.I. _____ Last Name _____			
Office Phone _____ Campus Box # _____ Department _____	Campus Bldg & Room # _____		
Home address _____ City _____ State _____ Zip _____			

### Vehicle Information for Parking Permits (REQUIRED):

	Make, Model and Color	Vehicle License Plate# REQUIRED
<b>Vehicle #1</b>		
<b>Vehicle #2</b>		
<b>Vehicle #3</b>		

**Parking Permit Options: Parking payment is required 24/7 on the UWB/CCC campus**

<input type="checkbox"/> <b>Quarterly Night-Time – Payroll Deduction</b> (valid seven days a week 9:00 PM ~ 5:00AM only)	<input type="checkbox"/> <b>Quarterly Night-Time Parking Permit</b> (valid seven days a week 9:00 PM ~ 5:00AM only)
<b>Pre-tax Payroll Deduction of \$13.34 per paycheck</b>	<b>\$80 cash, check or husky card</b>
<input type="checkbox"/> <b>Quarterly Motorcycle Permit * - Payroll Deduction</b> (Not Valid for Automobiles, valid 24/7)	<input type="checkbox"/> <b>Quarterly Motorcycle Parking Permit *</b> (Not Valid for Automobiles, valid 24/7)
<b>Pre-tax Payroll Deduction of \$11.50 per paycheck</b>	<b>\$69 cash, check or husky card</b>
<b>*Motorcycle permits must be displayed and locked to the motorcycle in the holder provided. Copies not valid.</b>	

### Payment Options:

- I authorize UWB to **continue** payroll deduction
- I authorize UWB to **start** a payroll deduction (**payroll deduction not available to hourly employees**)
- Cash, Check or Husky Card

### Conditions (read carefully/sign below):

If my Parking Permit is lost or stolen, I will report it immediately to UW Bothell Cashiers Office. A replacement fee will be assessed. I am the only person authorized to use my parking permit. Use by another person or copy/duplication of a permit may constitute fraud and could be cause for serious disciplinary action. Parking Permits are the property of the University of Washington and are not transferable. I will return Parking Permit if I leave employment at UW Bothell.

I understand if I retain an unexpired permit I am financially responsible for it even if I do not use it.

I understand that to be valid my permit must be clearly and fully visible either by hanging forward on the rearview mirror or upright on driver side dashboard. Motorcycle permits must be displayed and locked to the motorcycle in the holder provided. Copies are not valid.

Employee signature \_\_\_\_\_

Date \_\_\_\_\_