

# EMPLOYEES U-PASS & Parking Permits

UW Bothell – payroll deduction request form  
**Pricing Effective July 01, 2012~ June 31, 2013**

*Shaded area to be completed by Cashier Office*

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

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

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

With this form, faculty, staff, and temporary employees may select transportation options by purchasing a U-PASS (Bus) and/or Parking Permit. 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(s) is spread over your appointment period.

**Personnel Eligible to Purchases Parking Permits and/or Upass:**

- Affiliate faculty, confirmed by UW Academic Personnel, Permanent Faculty and Staff

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

UW Employee ID ( <i>not</i> 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
First Name ( )	M.I. <b>3585</b>	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
Vehicle #1		
Vehicle #2		
Vehicle #3		

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

<input type="checkbox"/> <b>Annual U-PASS (bus) (only available to permanent employees)</b> Pre-tax Payroll Deduction \$15.17 per paycheck, equates to \$364.08 annually	<input type="checkbox"/> <b>Quarterly U-PASS (bus)</b> Pre-tax Payroll Deduction \$15.17 per paycheck
<input type="checkbox"/> <b>Annual Full-Time Parking Permit (valid 24/7) (only available to permanent employees)</b> Pre-tax Payroll Deduction \$26.67 per paycheck, equates to \$640.08 annually	<input type="checkbox"/> <b>Quarterly Two-Day Parking Permit (choose days pass valid)</b> Pre-tax Payroll Deduction of \$15.17 per paycheck <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="checkbox"/> <b>Quarterly Full-Time Parking Permit (valid 24/7)</b> Pre-tax Payroll Deduction of \$26.67 per paycheck	<input type="checkbox"/> <b>Quarterly Three-Day Parking Permit (choose days pass valid)</b> Pre-tax Payroll Deduction of \$20.17 per paycheck <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="checkbox"/> <b>Quarterly Motorcycle Parking Permit * (Not Valid for Automobiles, valid 24/7)</b> Pre-tax Payroll Deduction of \$10.17 per paycheck <b>*Motorcycle permits must be displayed and locked to the motorcycle in the holder provided. Copies not valid.</b>	<input type="checkbox"/> <b>Quarterly Night-Time Parking Permit</b> (valid seven days a week 9:00 PM ~ 5:00AM only) Pre-tax Payroll Deduction of \$13.34 per paycheck

**Payment Options:**

- I authorize UWB to **continue** payroll deduction
- I authorize UWB to **start** a payroll deduction (**payroll deduction not available to hourly employees**)

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

If my U-PASS and/or 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 U-PASS and/or parking permit. Use by another person or copy/duplication of a permit may constitute fraud and could be cause for serious disciplinary action. The U-PASS and Parking Permits are the property of the University of Washington and are not transferable. I will return my U-PASS and/or 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 \_\_\_\_\_