

**Villanova University**  
**Parking Permit Payroll Deduction**

Please Print:

Employee Name \_\_\_\_\_

VU ID # \_\_\_\_\_

POSITION:  Full-Time Staff     Full-Time Faculty    Department/Bldg. \_\_\_\_\_  
 Part-Time Faculty/Staff

DEDUCTION FROM EACH PAYCHECK AS FOLLOWS:

- \_\_\_\_\_ \$5.77 - Staff - biweekly - Hang Tags valued at \$150.00
- \_\_\_\_\_ \$4.81 - Staff - biweekly - Hang Tags valued at \$125.00
- \_\_\_\_\_ \$2.89 - Staff - biweekly - Main lot permit valued at \$75.00  
    Exempt/Nonexempt - September through August  
    Maintenance/Custodial/Dining Services - August through August
- \_\_\_\_\_ \$30.00 – Part-Time Faculty/Staff – One Time Fee

Full-Time Faculty - monthly from September through May

- \_\_\_\_\_ \$16.67 - For Hang tags valued at \$150.00
- \_\_\_\_\_ \$13.89 - For Hang tags valued at \$125.00
- \_\_\_\_\_ \$8.34 - For Main lot permit valued at \$75.00
- \_\_\_\_\_ \$30.00 – Part-Time Faculty/Staff – One Time Fee

By submitting this request, I agree to have my payroll deduction sheltered from federal and FICA tax per IRS guidelines.

I hereby authorize the University to deduct the parking permit fee shown above.

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

***\*Current employees – Register for parking through NOVASIS by mid-August and payroll deduction is automatic. Payroll deduction is not available to current employees who apply for a parking permit after mid-August.***

***\*New employees - Return to Public Safety with completed vehicle registration form.***

=====

**FOR OFFICE USE ONLY**

Deduction:    (circle one)            \$75.00            \$125.00            \$150.00            \$30.00

PUBLIC SAFETY OFFICE - date received \_\_\_\_\_

PAYROLL OFFICE            - date received \_\_\_\_\_

Additional copies are available at <http://www.publicsafety.villanova.edu/parking1.html>.

or

<http://www.payroll.villanova.edu>