

Montana State University Billings Payroll Deduction Authorization Form 2009-2010

I am a faculty/staff person who receives employee benefits and I wish to participate in the Pretax Parking Program. (Student workers are not eligible.) I authorize the MSU Billings Payroll Office to make deduction/s from my payroll check/s until such time as the fee amount has been fulfilled. Deductions are limited to payroll disbursements 9/25/09 through 5/7/2010. I understand that, should I leave university employment during its term, the permit must be returned or I may be billed for any unpaid balance.

Please return this form and your completed vehicle registration slip to the University Police & Parking office no later than September 11th, 2009. **DO NOT** return forms to the Human Resources office.

Personal Information (Must be filled out completely.)

Name (Last, First, MI)

ID Number

Department

Dept. phone

Employee Signature

Date

Please check appropriate box for deduction preference:

(If you don't select 1 or 17, we'll select 1 for you.)

<input type="checkbox"/>	Annual parking permit (\$75.00, 1 time deduction)
<input type="checkbox"/>	Annual parking permit (\$75.00, \$4.41 for 17 deductions)

<input type="checkbox"/>	Reserved parking permit (\$150.00, 1 time deduction)
<input type="checkbox"/>	Reserved parking permit (\$150.00, \$8.82 for 17 deductions)

For Parking Office use only

Permit Number	Vehicle registration fee	Deduction(s)	Date Issued	Initials