

Payroll Deduction Authorization										Payroll type: Regular system only															
Agency Code					Social Security Number					Printed Employee Name															
3	6		0	2	2	8																			
Deduction Action Requested: New Change Cancel					Deduction Type: UM System Parking Code AD					Read before you sign: <ul style="list-style-type: none"> • I understand that in order to stop my pre-tax payroll deductions, that I must submit another marked "Cancel." There are no exceptions to this policy, and no refunds will be given. • If payment is not processed through the State payroll system, I must pay the uncollected portion or my parking may be suspended until payment is made. • I understand and agree that by authorizing to have automatic parking deductions taken out of my paycheck, the deductions will be on a pre-tax basis and will not be included in my Federal, State, or FICA wage base. • I acknowledge that the parking fee is based on my salary and parking location, and can be amended in accordance with future fee charges. 															
To be deducted biweekly beginning with the pay period ending date _____																									
Department _____																									
Employee ID _____																									
Non-Premium, Fitzgerald Garage Premium, Mt. Royal Lot (waiting list)																									
Office Use Only: Rate Code: _____																									
Signature of Employee _____										Date _____															
NOTE: State of Maryland policy does not provide an option for contractual employees to pay for parking using pre-tax payroll deduction.																									

Personal Record Disclosure for the Payroll Deduction Payment Plan

The purpose of collecting this information is to enable Auxiliary Enterprises to effectively administer the payroll deduction plan you are requesting. Inaccurate or incomplete information may result in the rejection of your request from Central Payroll. Individuals are provided the right to inspect and amend information during normal business hours. Information provided is not made available for public inspection. Personal information will only be made available to other administrative offices at University of Baltimore or government agencies as would be required by law.