

## Parking Enrollment & Deduction Form Eastman School of Music

**East End Garage 2020-2021 - Only complete forms will be accepted**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employee ID (6 digits) \_\_\_\_\_

Phone \_\_\_\_\_ Department \_\_\_\_\_ Email \_\_\_\_\_

**Please check one:**       FIRST-TIME Enrollment - There is a one-time fee of \$15 for the East End Garage parking hang tag  
 REINSTATE PARKING – EFFECTIVE \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

**Please list all vehicles you might use under your parking pass:**

License Plate	State	Year	Make	Model	Color

**Payroll Deduction Authorization:**

Pay Cycle	Annual Amount	Monthly Total	Pay Period Amount	
BIWEEKLY	\$617.28	\$51.44	\$25.72	(parking will be deducted only 2X per month)

By completing this Parking Enrollment & Deduction Form and signing below, I authorize the University of Rochester/Eastman School of Music to deduct from my paycheck the above per Pay Period Amount for parking from my paycheck. I understand that parking enrollment and payment is required for the full month.

I understand that this deduction allows me to park in the East End Garage owned and managed by the City of Rochester and I will follow the rules established by the City of Rochester. I understand that in order to suspend my parking and authorized payroll deduction, I must notify the ESM Welcome Center Office using the Parking Suspension Form the month prior to suspending my parking. In addition, should I suspend parking, I understand that I must again notify the ESM Welcome Center by completing a new Parking Enrollment & Deduction Form the month prior to reinstating my parking and to once again authorize the deduction for the parking fee from my paycheck. Automatic payroll deductions for my parking expense will not stop until the month following when my written request has been received at the ESM Welcome Center.

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY** – Pass # \_\_\_\_\_ Business Sticker # \_\_\_\_\_ FP # access \_\_\_\_\_