

Parking Enrollment & Deduction Form Eastman School of Music

East End Garage FY24 (July 1, 2023 – June 30, 2024)
Only completely filled forms will be accepted

Last Name _____ First Name _____ Employee ID (6 digits) _____

Phone _____ Department _____ University 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	\$629.63	\$52.47	\$26.23	(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 and submitting it by the 10th of 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 and submitting it by the 10th of the month prior to reinstating my parking. This is required to once again authorize the parking deduction fee from my paycheck. Automatic payroll deductions for my parking expenses 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 _____