



EASTMAN SCHOOL OF MUSIC
UNIVERSITY of ROCHESTER

East End Garage Suspend Parking Form

To change your parking and payroll deduction status, please complete all the requested information below.

Note that changes are reflected on the first of every month and partial month rates are not available. Requests must be made before the first of the status change month & will be made the month FOLLOWING the receipt of this request. (Example: changes for forms received on October 20 cannot be made effective sooner than November 1)

Effective (month) _____ 20_____, I am electing to suspend my parking and payroll deductions for the East End Garage.

Parking Pass Number: _____

I, the undersigned, give the Finance and Human Resources department permission to make the above changes to my parking pass status and parking payroll deductions according to the dates above.

I understand that in order to re-activate my parking and re-start payroll deductions, **I am required to** complete and submit a new Parking Enrollment & Payroll Deduction Form with the effective date that I want to begin parking before the first of the reinstatement month.

Printed Name: _____

Signature: _____ Date: _____

Please submit completed form to: welcomecenter@esm.rochester.edu or to:
ESM Welcome Center at 26 Gibbs Street, Rochester, NY 14604