



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 by the 10th of the month prior to the change effective month. (Example: changes for forms received on or before October 10 will be made effective 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 Payroll Deduction Form on or before the 10th of the month prior to the effective date that I want to begin parking.

Printed Name: _____

Signature: _____ Date: _____