

2008-09 Academic Year

University of Washington Bothell

U-PASS & Parking Permits for EMPLOYEES

Shaded area to be completed by Finance & Administration

Parking Permit No.: _____

U-PASS Permit No.: _____

Entered in D/B: _____

With this form, faculty, staff, and temporary employees may select transportation options by purchasing a U-PASS (Bus) and/or Parking Permit. With this form, permanent faculty and staff, staff with fixed duration appointments and faculty with quarterly appointments may authorize UWB to initiate a pre-tax payroll deduction so that the cost of the permit(s) is spread over your appointment period. Hourly employees are not eligible to sign up for pre-tax payroll deduction; payment may be made by cash or check.

Eligible personnel include:

- Faculty and staff employed in permanent positions of at least 50% FTE at UWB
- Temporary employees (U-PASS and pre-tax payroll deduction restrictions may apply)
- Affiliate faculty, confirmed by UW Academic Personnel, commuting at least 3 days a week throughout the quarter to campus
- Retirees employed on campus either 40% FTE or on an hourly basis.

Employee Data: Required

UW Employee ID (<i>not</i> Social Security #)		<input type="checkbox"/> Permanent Faculty	<input type="checkbox"/> Permanent Staff
First Name	M.I.	Last Name	
()	3585		
Office Phone	Campus Box #	Campus Department	Campus Bldg & Room #

Vehicle Information for Parking Permits (REQUIRED):

	Vehicle Make and Model	Vehicle License Plate #
Vehicle #1		
Vehicle #2		
Vehicle #3		

U-PASS (BUS) Options:

Annual U-PASS (bus) (**only available to permanent employees**)

Pre-tax Payroll Deduction \$11.67 per paycheck, equates to \$70.00 per quarter, \$280.00 annually

Quarterly U-PASS (bus)

Pre-tax Payroll Deduction \$11.67 per paycheck, or if paid by check/cash \$70.00 per quarter

Parking Permit Options: (Parking permits are to be hung from your rearview mirror or displayed on vehicle dashboard and be clearly visible to parking staff)

Annual Full-Time Parking Permit (valid seven days a week) (**only available to permanent employees**)

Only Pre-tax Payroll Deduction available, \$15.83 per paycheck, equates to \$95.00 per quarter

Quarterly Two-Day Parking Permit (choose which days pass to be valid for)

Pre-tax Payroll Deduction \$9.00 per paycheck, or if paid by check/cash \$54.00 per quarter

Mon Tues Wed Thurs Fri

Quarterly Full-Time Parking Permit (valid seven days a week)

Pre-tax Payroll Deduction \$15.83 per paycheck, or if paid by check/cash \$95.00 per quarter

Quarterly Three-Day Parking Permit (choose which days pass to be valid for)

Pre-tax Payroll Deduction \$12.00 per paycheck, or if paid by check/cash \$72.00 per quarter

Mon Tues Wed Thurs Fri

Quarterly Motorcycle Parking Permit (Not Valid for Automobiles, valid seven days a week)

Pre-tax Payroll Deduction \$6.00 per paycheck, or if paid by check/cash \$36.00 per quarter

Quarterly <50% FTE Parking Permit (valid seven days a week)

Requires Eligibility Form
Must be paid by check/cash \$54.00 per quarter

Payment Options:

Conditions (read carefully/sign below):

Personal check attached.

I authorize UWB to **continue** payroll deduction

I authorize UWB to **start** a payroll deduction (**payroll deduction not available to hourly or temporary employees**)

If my U-PASS and/or Parking Permit is lost or stolen, I will report it immediately to UWB Finance & Administration, a replacement fee will be assessed. I am the only person authorized to use the U-PASS and/or Parking Permit. Use by another person may constitute fraud and could be cause for serious disciplinary action. I will return my U-PASS and/or Parking Permit if I leave my position at UWB. The U-PASS and Parking Permits are the property of the University of Washington and are not transferable. If you retain an unexpired permit you are financially responsible for it even if you do not use it. I certify the information provided is correct.

Employee signature _____ Date _____