

Renewal Form 2009-10 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: _____

Start Date (Check One Box):

<input type="checkbox"/>	I need my parking and/or U-PASS permit for Summer Quarter 2009. Please issue my permit(s) by July 1, 2009.
<input type="checkbox"/>	I don't need my parking and/or U-PASS permit for Summer Quarter 2009, so please issue my permit(s) just prior to the start of Autumn Quarter 2009. You will not be charged for Summer Quarter, you may choose the option of an Annual permit.

Please read information regarding pre-tax payroll deductions, eligible personnel and summer quarter payroll deduction on reverse side.

Employee Data:

UW Employee ID (<i>not</i> Social Security #)		<i>Shaded area to be completed by Finance & Administration</i>	
		<input type="checkbox"/> Permanent Faculty	<input type="checkbox"/> Permanent Staff
		<input type="checkbox"/> Temporary Faculty	<input type="checkbox"/> Temporary Staff
First Name ()	M.I. 3585	Last Name	
Office Phone	Campus Box #	Campus Department	Campus Bldg & Rm #

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 \$20.00 per paycheck, equates to \$120.00 per quarter, \$480.00 annually

Quarterly U-PASS (bus)
 Pre-tax Payroll Deduction \$20.00 per paycheck, or if paid by check/cash \$120.00 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:

Personal check attached.
 I authorize UWB to **continue** payroll deduction
 I authorize UWB to **start** a payroll deduction (**payroll deduction not available to hourly/temporary employees**)

Conditions (read carefully/sign below):

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 _____

Parking Permits are to be hung from your rearview mirror or displayed on vehicle dashboard and be clearly visible to parking staff.

Return completed form as soon as possible to UWB Cashiers' Office, Box 358525

RENEWAL FORM

2009-10 Academic Year

University of Washington, Bothell

U-PASS & Parking Permits for EMPLOYEES

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 and hourly employees (Parking Permit, U-PASS and pre-tax payroll deduction restrictions may apply),
- Affiliate faculty, confirmed by UW Academic Personnel, commuting at least three days a week throughout the quarter to campus, and
- Retirees employed on campus either 40% FTE or on an hourly basis.

Faculty & Staff not on 12 month Appointments: SUMMER QUARTER PARKING
Payroll deduction participants who are issued a 2009-10 Annual Parking Permit or Summer 2009 Quarterly Parking Permit for summer use, but who do not receive a bimonthly paycheck throughout the summer months, will have their permit fees collected once their paychecks are resumed. A one-time, catch-up, deduction will be made by UWB Finance and Administration.

Faculty & Staff not on 12 month Appointments: SUMMER QUARTER U-PASS
Payroll deduction participants who are issued a 2009-10 Annual U-PASS or summer 2009 Quarterly U-PASS for summer use, but who do not receive a bimonthly paycheck throughout the summer months, will have their U-PASS fees collected once their paychecks are resumed. A one-time, catch-up, deduction will be made by UWB Finance and Administration.

*Please complete the other side of the form and return to
UWB Cashiers' Office, Box 358525.*

*Your current 2009-10 Annual Parking and U-PASS permits
expire June 30, 2009.*

Questions: Lisa Robertson, lrobertson@uwb.edu, 452.352.5489