



**BOWIE STATE UNIVERSITY**  
**Payroll Deduction Guidelines**  
**Faculty/ Staff Parking**  
**Permit Valid for Academic Year**  
**September 1<sup>st</sup> thru August 31 Annually**

1. The option of purchasing annual parking permits through payroll deduction is available to regular PIN faculty and staff. Contingent staffs, long-term contractual and adjunct faculty employees are not eligible for this benefit.
2. In accordance with the Internal Revenue Code, the permit must be purchased through the payroll deduction option in order to be eligible for the Pre-Tax Benefit.
3. Bi-weekly deductions will be made for a total of 20 pay periods beginning September and ending in May. The deduction will appear on your paystub as 20-PAY PARKING.
4. New employees hired from June to August of each year will be required to purchase a short-term permit through the Student Accounts Office.
5. New employees hired after September will begin their payroll deduction on the next payroll cycle after completion of the Authorization Form.
6. Once payroll deductions have been initiated by the State Central Payroll Bureau, there will be no refunds. The payroll deduction will automatically renew in July of each year. An employee may also select to cancel this payroll deduction at this time by checking the "Cancel Box" on the Deduction Authorization Form.
7. Deductions end upon separation of service to the University. It is the employee's responsibility to return the parking permit to the Parking Office before the Clearance Certificate Form will be completed by Campus Safety.

**\*\*IF INTERESTED IN THIS PROGRAM, PLEASE FILL OUT DEDUCTION AUTHORIZATION FORM, COMPLETELY, WITH SIGNATURE BY 7/25/2016 AND SUBMIT ORIGINAL FORM TO THE DEPARTMENT OF PUBLIC SAFETY IN MCKELDIN GYM.**