MEMORANDUM

TO: Regular Faculty and Staff

FROM: Sheila Hobson
       Senior Director of Human Resources

DATE: July 11, 2014

SUBJECT: Pre-Tax Parking Deduction

Beginning July 1, 2014, all regular employees may apply for the Pre-Tax Deduction for the purchase of their parking permits through 20 pre-tax payroll deductions as was done last year. If you apply for the Pre-Tax Deduction last year, and wish to continue, you do not need to reapply. However, if you wish to cancel, you will need to fill out the form and check the cancel box. According to the State’s Central Payroll Bureau, Contingent Staff, Long-Term Contractual and Adjunct Faculty are not eligible to participate in this program.

You must express your desire to purchase your parking permits through pre-taxed payroll deductions. You need only to complete the attached Pre-Tax Parking Authorization Form and return it to the Campus Safety Office no later than July 28, 2014. A copy of this form can be found on the Campus Safety website and the Office of Human Resources Website under forms. Parking permits are available for pick up beginning the week of August 18th. Should you elect to purchase your permit by paying the full amount, you may do so through the Student Accounts Office and then pick up your permit through the Campus Safety Office. The amount of the parking permit will remain the same whether through a one-time purchase or 20 pre-tax payroll deductions.

When your employment ends with the University, parking permits must be returned along with the Clearance Form on or before your last day of employment. Deductions will end with the last check received and will not exceed 20 deductions for the Academic Year.

Again, please submit your Pre-Tax Parking Authorization form by July 28, 2014. It is our hope that this additional method of payment for parking will be a benefit to you. Please contact Marie Meehan x24050 in Campus Safety or Vanessa Paul x23452 in the Office of Human Resources should you have any questions in this regard.

New employees will be given a temporary permit from June until August 31, 2014. The Pre-Tax Parking Authorization Form must be completed in the interim and a Parking permit will be available for pickup on August 18, 2014.

Attachment: Pre-Tax Parking Authorization Form
BOWIE STATE UNIVERSITY
Deduction Authorization Form for Enrollment/Change/Cancellation
Pre-Tax Benefit for Faculty-Staff Parking Permits

This form is for the Pre-Tax benefit offered to Faculty/Staff PIN Employees, only. Contingent, adjunct and part-time employees are not eligible for this benefit. The form is used to establish or change the employee’s contribution amount for bi-weekly parking fee deductions and is valid only when signed by both the employee and the Parking Office Coordinator.

Social Security Number

Human Resources/Payroll Agency Code
3 6 0 2 2 3

(Required by the State Central Payroll Bureau)

Deduction Action Required:
Initiate: □  Change: □  Cancel: □

Employee Name – Please Print

Last

First

M.I.

Employee Total Bi-weekly Deduction Amount:  (Please check one of the following)

☐ Designated Faculty/Staff Reserve (prior approval) $7.40 Bi-weekly / $148 Annual
☐ Numbered Faculty/Staff Reserve (prior approval) $5.00 Bi-weekly / $100 Annual
☐ Faculty/Staff $4.25 Bi-weekly / $ 85 Annual

Employee Authorization
Effective upon receipt at the State Central Payroll Bureau, I authorize the State of Maryland to deduct from my salary the above amount and forward it to Bowie State University. I understand and agree that by authorizing to have automatic parking deductions taken out of my paycheck, the deductions will be on a pre-tax basis and will not be included in my Federal, State or FICA wage base. I authorize the bi-weekly deduction to be taken from my earnings in the amount indicated on this authorization form and acknowledge that the parking fee can be amended in accordance with future fee changes.

Total Payroll Deduction:

Employee’s Signature

Date

Parking Program Coordinator 301-860-4050

Date

BSU Application for Motor Vehicle Parking Permit

<table>
<thead>
<tr>
<th>Hangtag #</th>
<th>Tag #</th>
<th>State</th>
<th>Last Name</th>
<th>First Name</th>
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</thead>
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Driver’s License #:

Check: ☐ Commuter ☐ Resident ☐ Faculty ☐ Staff

Year/Make of Vehicle:

Campus Address:

Home Address:

Phone #:

Student Employee ID#:

Signature: ___________________ Rec. By: ______________ Date: ______________

Parking-Pre-Tax Authorization Form – 6/26/14
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 7/28/2014 AND SUBMIT ORIGINAL FORM TO THE DEPARTMENT OF PUBLIC SAFETY IN MCKELDIN GYM.

Parking –Payroll Deductions Guidelines 6/18/ 2013