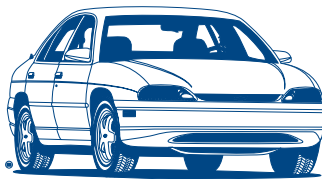


NC A&T STATE UNIVERSITY



PARKING SERVICES

PAYROLL DEDUCTION BROCHURE FISCAL YEAR 2013-2014

Payroll Deduction is offered to permanent full-time and temporary employees the month of **JULY**. The full amount should be paid by the end of the University fiscal year (June 30). All deductions will begin **July '13 — June '14**.

For new full-time permanent employees, payroll deduction is available 30 days from the date of employment during the months of **July '13 — December '13** (Fall Semester) and **January '14 — April '14** (Spring Semester).

All Payroll Deduction Forms received by June 1st, will be available for pickup during Pre-Registration Week. Parking Permits will also be available for sale. To Avoid Long Lines, purchase your permit early. Valid Identification is required to secure your permit.

Parking Enforcement for permits will begin 72 hours after universities' first scheduled day of class.

The following is a short summary of important Rules and Regulations that will save you time and unnecessary expense. All questions should be directed to Parking Services, 102 Laurel Street, (336) 285-2027 or (336) 285-2026 — ncatpark@ncat.edu

SUMMARY OF RULES AND REGULATIONS

Any student, faculty or staff member who wishes to park a motor vehicle on property owned or leased by the University must purchase a parking permit.

Employee Permit Ownership—Parking permits are not to be transferred between individuals. Faculty & Staff who own more than one vehicle may register one (1) additional vehicle. Both vehicles must be registered to the same owner. Proof of registration is required. Only one hanging permit will be issued per owner. The hanging permit may be hung from the rearview mirror of either vehicle registered to that permit. In the event neither vehicle is available, you must contact Parking Services with new vehicle information, prior to displaying your permit on the vehicle and parking on campus.

Permit Display—A vehicle is NOT registered until the permit is displayed on the vehicle. The permit shall not be displayed on any vehicle other than the one to which it is registered. Any vehicle displaying a permit not registered to that vehicle is in violation and is subject to a citation, booting or towing. Employee hanging permits must be clearly visible. Vehicles with permits improperly displayed will receive a citation for improper display.

In the event you arrive to campus without your permit, you may purchase a daily parking permit for \$6.00.

Replacement Permits—In the event your permit is lost, stolen, or damaged, you may purchase a replacement permit for \$25.00. The lost, stolen, or damaged permit will be cancelled. Possession of lost, stolen, altered, or illegally purchased permits will result in the loss of parking privileges and a fine. A police report must be filed prior to receiving a replacement permit.

Enforcement—Failure of the university to strictly enforce any parking regulations shall not be construed as a waiver for future enforcement of regulations. Enforcement may be suspended at the discretion of the Parking Supervisor. This includes Reserve Spaces and No Parking Areas.

Space Availability—Purchasing a permit allows you to park on campus, but does not guarantee a parking space in a specific area. Lack of convenient space is not a valid excuse for violations.

Disabled Vehicles must be reported to the University Police Department either in person or by phone. (Notes are not acceptable).

24-Hour Enforcement—All parking rules and regulations are in effect 24 hours a day, 7 days a week, unless otherwise noted. **You may contact the University Police Department after hours at (336) 334-7675.**

Reserve Parking—A reserve space entitles a person to have a space reserved exclusively for his/her use. Owners of the space are not allowed to give others permission to park in their space or a space not registered to the individual. The enforcement of a Reserved parking space is from 6:00 am - 6:00 pm daily. After 6:00 pm the reserve space can be used by anyone with a valid NCA&T Parking Permit. No new reserve spaces will be created.

Handicap Parking—To park in the Handicapped Parking Space, a NCA&T Parking permit must be displayed in addition to the State Handicapped Placard. Please register your placard with Parking Services. Misuse of Handicapped placard is subject to a \$250 fine. **Regulations for Handicap Parking displays the same as specified in the G.S. 20-37.6.**

Tow In Zone—Any vehicle blocking access to, or parking at any traveled portion of a street, parking lot, fire hydrant, fire lane, reserve space, or any grassed area, may be towed away without notification at the owner's expense.

Violations and Penalties—Citations must be paid within 15 business days of the date of citation. Citations are payable in person or by mail to the **Parking Service Office, 102 Laurel Street, between 7:30 am and 4:30 pm, Monday thru Friday.** Failure to pay citations after the third violation may result in wheel boot or vehicle being towed to a place of storage at the owners expense. Any debt owed must be paid in full to recover your vehicle.

Appeals Procedures—Any student, faculty/staff member or visitor who is fined for violations of any university traffic regulations shall have a right of appeal. You must first pay the parking fine to obtain an Appeals Form. The appeal must be filed within 15 business days of the date of the citation. Appeals may be processed via email or mail.

Parking Deck—You must have a parking deck permit or purchase a daily deck permit to park inside of the deck. Permit must be clearly visible. Transfer of deck hang tags or allowing someone else to use your access card is a direct violation and will result in the loss of parking deck privileges. Motorcycles are not permitted to park in the deck.

FACULTY/STAFF PARKING PERMITS

Each faculty/staff member of the University who owns or operate a vehicle must purchase a parking permit for parking on campus. **The yearly cost of faculty/staff parking permits are as follows:**

Permit Type	Fall	Spring	Summer
Reserved (R)	\$550	\$335	\$187
Faculty/Staff (FS)	\$278	\$184	\$95
Evening (EF)	\$144	\$94	\$48
Motorcycle (M)	\$242	\$157	\$87
Parking Deck (PD)	\$325	\$227	\$114
Second Permit	\$113	\$73	\$37

OTHER PARKING PERMITS

Replacement Parking Permit \$25.00 each

PAYROLL DEDUCTION

(Full-Time Permanent and Temporary Employees Only)

Parking Services is providing for your convenience the option of registering your vehicle through **PAYROLL DEDUCTION**. Payroll Deduction is offered to all employees during the months of **JULY and AUGUST only**. Deductions will begin **July '13—June '14**. For new employees, payroll deduction is available 30 days from the date of employment during the months of **July '13—December '13** (Fall Semester) and **January '14—April '14** (Spring Semester). New full-time permanent employees may sign up for payroll deduction during the spring semester.

If you elect to have the cost of your permit Payroll Deducted, please complete both, the Vehicle Registration Form and the Payroll Deduction Authorization Form attached. No refunds are given after March 31.

IMPORTANT INFORMATION CONCERNING PAYMENT OF PARKING FEES

PARKING FEES ARE TAX DEDUCTIBLE: The Internal Revenue Service has ruled that parking fees can be deducted as a business expense. However, because so few have been able to take advantage of the deduction, a further ruling now allows parking fees to be withheld from pay on *pre-tax* basis.

WHAT DOES THIS MEAN FOR ME? By having your parking fee deducted from your paycheck, you can realize an immediate tax savings. Example:

Assume: Parking Fee \$278
Your Tax Rate = 25%
Tax Savings = \$278 x 25% = \$69.50

Your Actual Cost of Parking (after tax) \$208.50

Caution: Because pre-tax payments "reduce" your income for tax purposes, this may also have a slight effect on your retirement withholdings and future social security payments. However, most individuals find tax savings to be a big benefit.

HOW DO I SIGN UP? All Full-Time and Temporary State Employees have the payroll deduction option. Deductions will be set up in equal payments. The full amount will be deducted over the University's fiscal year (July-June). **No other deduction schedule is available.** Simply complete the attached form and forward to Parking Service Office **no later than May 10, 2013**. If you return your form before June 1st, your permit will be available for pickup during "a time to be announced. Appropriate ID is required for pickup.

Before returning your completed Payroll Deduction Authorization/Vehicle Registration Form, please check the following:

1. Employees taking advantage of Payroll Deduction must complete both Authorization Form and Vehicle Registration Form.
2. Parking Permits purchased by Payroll Deduction will NOT be mailed. Please come to the Parking Services Office to secure your permit. Valid identification is required for pickup.
3. If you **DO NOT** plan to take advantage of Payroll Deduction, Parking permits will be available for sale on July 22. Please come to the Parking Services office located at the Laurel Street Parking Deck, to complete the necessary form or use our online site at <https://ncat.T2Hosted.com> to make your permit purchase.
4. If payroll deduction form is not received by June 3rd will result in a higher monthly deduction amount.

PAYROLL DEDUCTION AUTHORIZATION FOR VEHICLE REGISTRATION

NAME _____
LAST FIRST MI
BANNER ID# _____
DEPARTMENT _____ OFFICE PH. EXT _____
E-MAIL ADDRESS _____

PLEASE CHECK ONLY ONE BOX

- ☐ FACULTY/STAFF PERMIT (FS) \$278
☐ RESERVED RENEWAL (R) \$550
#R (space previously owned)
☐ PARKING DECK (PDF) \$325

PLEASE CHECK BOX BELOW

AUTHORIZATION FOR PAYROLL DEDUCTION

- ☐ I, AUTHORIZED THE UNIVERSITY TO DEDUCT THE AMOUNT LISTED ABOVE FROM MY PAYROLL CHECK. THIS AUTHORIZATION IS IRREVOCABLE ON MY PART UNLESS REVOCATION IS SUBMITTED THROUGH OR BY THE NCA&T STATE UNIVERSITY PARKING SERVICES OFFICE. IT IS MY RESPONSIBILITY TO REVIEW MY CHECK STUB TO ENSURE THAT MY DEDUCTION HAS BEGUN. DATE _____

THIS SPACE IS FOR
PARKING OFFICE USE ONLY
(Apply Piggyback Label Here)

VEHICLE REGISTRATION FORM NC A&T State University

If you need to check your info and you have a permit you can go to <https://ncat.t2hosted.com>

Banner ID # _____
Employment Status _____ SPA _____ EPA _____
Faculty/Staff (building) _____
Reserve Space Location _____

Name/Last _____ First _____ MI _____
Permanent Home Address _____
City, State, Zip Code _____
Telephone No. (work) _____ (home) _____
Name of Auto Insurance Company _____

Please check off your pay period

- ☐ Temporary Employee - Biweekly ☐ Permanent Employee - Paid on 30th

VEHICLE NUMBER 1

VEHICLE NUMBER 2

MAKE MODEL YR. LIC. PLATE STATE COLOR

MAKE MODEL YR. LIC. PLATE STATE COLOR

- ☐ I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND MADE IN GOOD FAITH. I AGREE TO COMPLY WITH UNIVERSITY REGULATIONS GOVERNING TRAFFIC AND UNDERSTAND FALSE INFORMATION WILL RESULT IN WITHDRAWAL OR SUSPENSION OF PARKING PRIVILEGES.

DATE _____