Community Colleges of Spokane
PAYROLL DEDUCTION AUTHORIZATION FOR ANNUAL PARKING PERMIT

Employees may purchase annual parking permits through a pre-tax, payroll deduction. Please bring this completed form to the cashier's office to receive an annual parking permit. Please note that because the parking deduction is "pre-tax," tax laws do not allow for refunds once the amount has been deducted.

Please check the box next to your current position from the list below.

Position	Annual Permit Deduction Plan
☐ Admin / Exempt	24 payroll deductions of $3.42 per paycheck starting September 25, or the next available pay period. ($82.00 – includes sales tax)
☐ Classified Staff	24 payroll deductions of $3.42 per paycheck starting September 25, or the next available pay period. ($82.00 – includes sales tax)
☐ Full-Time Faculty	Payroll deductions of $4.56 per paycheck starting October 10, or the next available pay period. ($82.00 – includes sales tax)
☐ Adjunct Faculty / Part-Time Hourly	Payroll deductions of $9.11 per paycheck starting October 10, or the next available pay period. ($82.00 – includes sales tax)
☐ Any staff position	One-time payroll deduction of $82.00 (includes sales tax) starting September 25, or the next available pay period.

Unit ☐ District ☐ SCC ☐ SFCC

PLEASE PRINT

_____ ☐☐☐ ☐☐☐ ☐☐☐

Last Name First Name M.I. Employee ID Number

Phone number _____ Mail stop _____

Vehicle license plate number(s) _____ _____ _____

I authorize Community Colleges of Spokane to deduct the above amount(s) from the appropriate paycheck(s) for my annual parking permit. I understand if I leave CCS employment, I am required to return my annual parking permit to Payroll at MS 1006 or the balance owing will be deducted from my final paycheck.

Employee signature _____ Date _____

Cashier Use: Parking Permit No. _____ Fee Code: PE

Payroll Use: Pay Schd _____ Ded Code 464 ____470_____