



TEXAS SOUTHERN UNIVERSITY

**AUTOMATIC PAYROLL DEDUCTION ENROLLMENT**

**Account Type-**  New Account  Existing Account  Change Account

**Section 1 – Personal Information**

Employee’s Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_

T # \_\_\_\_\_ Dept. \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

1<sup>st</sup> Vehicle Model \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_

2<sup>nd</sup> Vehicle Model \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_

Driver’s License # \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_ Lic. Class \_\_\_\_\_

Employee Hire (months): Nine Month  Twelve Month  Faculty  Staff

**Section 2 – Automatic Payroll Deduction Authorization:**

I hereby authorize The Texas Southern University Office of Human Resources to deduct a fee from my paycheck for the parking permit I have selected below.

**Option 1: One Time Deduction of the full amount of the permit** (prorated from the date of purchase)

- Reserved - \$450
- Premier - \$291.64
- Regular - \$240
- Regular (Rosewood Lot) \$200
- Prorated Amount \$ \_\_\_\_\_

**Option 2: Monthly Payroll Deductions - Annual Permits (Expires August 31<sup>st</sup> of each year)**

- Reserved \$37.50
- Premier \$24.30
- Regular \$20.00
- Regular (Rosewood Lot) \$16.67

**Option 3: Seasonal Permits - Faculty Only** (Expires May 31<sup>st</sup> of each year. NO SUMMER SESSION PARKING)

- Premier 9 Month \$213.73
- Regular 9 Month \$153.72
- Regular (Rosewood Lot) \$150.03
- Prorated Amount \$ \_\_\_\_\_

**Reserved spaces are for owner’s registered vehicles only. Others will be subjected to ticket and tow at the owner’s expense.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Decal # 1: \_\_\_\_\_ Access Card # \_\_\_\_\_ Selling Price \_\_\_\_\_

Deduction Code: P03 P04 P05 P06 P07 P08 P10 P11 P12

DEPARTMENT OF PUBLIC SAFETY ■ PARKING & TRAFFIC ENFORCEMENT DIVISION

WEST PARKING GARAGE #107 ■ 3001 BLODGETT STREET HOUSTON, TX 77004 ■ (713) 313-4433

# STUDENT, FACULTY AND STAFF

## Texas Southern University

### Parking Permit and Access Card Use Agreement Terms

I understand that Texas Southern University assumes no responsibility for loss through fire, theft, collisions or otherwise to my vehicle or its contents while parked in the campus parking lots or garages.

\_\_\_\_\_INTL

Proximity access card and parking permit are for my personal use only and are not to be transferred for any other individual's use. \_\_\_\_\_INTL

Parking permit (Hang Tag) must be displayed on the rearview mirror with the permit number facing the front windshield. \_\_\_\_\_INTL

Proximity Access Card will not be used to allow any other vehicle to gain access anywhere else on campus. I understand that violation of this term will result in the de-activation of my access card and I will be subjected to a **\$25 re-activation fee** payable at Student Accounting located on the 1<sup>st</sup> floor in the E.O. Bell Building. \_\_\_\_\_INTL

I understand and agree to maintain this card for the duration of my tenure at TSU. I understand that this card will de-activate at the end of the last period for which I have paid for a campus parking permit (decal). I further understand that upon purchase of the school year or summer session parking permit, this card will be re-activated for that period. I understand that I will not be issued a new access card for each permit period. Parking Permits are to be renewed every school year. \_\_\_\_\_INTL

I understand and agree that should I lose or damage this card, I will be charged a **\$15.00 replacement fee** payable at Student Accounting located on the 1<sup>st</sup> floor in the E.O. Bell Building to obtain a new card. \_\_\_\_\_INTL

**I understand and agree to return this card at the end of my tenure at TSU. Failure to return this card upon graduation or permanent departure from TSU will result in all transcripts and documents being held in abeyance until which time the card is returned or the \$15 .00 lost or damaged card fee is paid.** \_\_\_\_\_INTL

By my signature below, I certify that I have read, understand and agree to the terms and conditions stated in this document. **I understand and agree that I must pay a fee of \$40.00 for any lost, stolen or damaged Texas Southern University parking permit.** I also understand that I must have my hang tag with me each time I seek to renew my parking privileges for the upcoming semester

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
T Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date