



Radford University
Salary Reduction Agreement
Pre-Tax Parking Fee

This payroll deduction option allows you to take advantage of changes in IRS tax guidelines and save on your federal and state taxes. The amount charged for your parking decal will be deducted before taxes are calculated on your pay. If you wish to take advantage of this option, please follow the instructions below.

Instructions:

1. Check the appropriate employment status.
2. Check the payment option you want.
3. Provide your name and social security number (please print)
4. Read the certification.
5. Sign the certification.
6. Return it to Parking Services Office (Box 6992)

Employment Status

Full –time Staff or Faculty (salary)

Payroll deduction options for pre-tax parking:

One lump sum payment of \$50.00

OR

24 semi-monthly payments of \$2.08

1500-Hour (wage)

Payroll deduction options for pre-tax parking:

One lump sum payment of \$50.00

OR

26 Bi-weekly payments of \$1.92

Certification:

By signing below, I have agreed to allow Radford University to deduct parking fees for the 2004-2005 academic year, from my payroll check on a pre-tax basis. I agree that once made, the election cannot be changed for the current academic year. Also, I understand that by choosing the pre-tax option, parking fees paid are non-refundable.

Print Name

Signature

Social Security Number

Date

RU ID#
For Office Use Only

Parking Office;

Amount \$ _____

Sold By: _____

Date: _____

Payroll Office:

Payroll Period Starting Date: _____

Entered: _____