

PARKING BUS VAN TRAIN UCDMC

NAME: _____ DEPARTMENT: _____

EMPLOYEE #: _____ DAY PHONE #: _____

DATE: _____ EMAIL: _____

 START

I authorize deductions to be taken from my payroll earnings for a minimum of six months. I understand that this deduction is subject to the following conditions:
This authorization will be in effect until cancelled with the TAPS office; an arrears adjustment will be made for any missed payments. Please refer to the refund policy on the reverse.

Signature _____

Adjustment/Refund: _____

Rate Change: _____ to _____

 STOP

I hereby request cancellation of the monthly deductions from my payroll earnings previously authorized for the parking permit issued to me. I understand that cancellation of this deduction is subject to the following conditions: The parking permit and/or transit pass issued to me must be returned to TAPS or the permit will be cancelled and if displayed will be subject to citation.

Signature: _____

Adjustment/Refund: _____

Permit Valid Thru: _____ or Hotsheet

EMPLOYEE IDENTIFICATION #	DATE	GTN #	PARAMETER	DEDUCTION AMT.	UNION CODE	PARKING PERMIT #

COMMENTS:

ACTION ENTERED: _____

INITIALS: _____

STATE PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply personal information:

The principle purpose for requesting the information on this form is for collection of parking or transit fees via payroll deduction, and for miscellaneous payroll matters, such as, but not limited to, withholding of taxes and managing employee permit records. Furnishing all information requested on this form is mandatory. Failure to provide such information may delay or prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll processing and parking administration, and may be transmitted to the State and Federal governments as required by law.

Individuals have the right to review their own records in accordance with the Personnel Policy for Staff Members (PPSM) and Academic Personnel Manual (APM). Information on these policies can be obtained online or from campus or systemwide staff and academic personnel offices. The officials responsible for maintaining the information collected on this form are: Campus and systemwide personnel managers, Campus Accounting Officers and appropriate Transportation & Parking Services' delegates.

REFUND POLICY

Payroll deductions for parking permits will continue until you submit a payroll deduction cancellation form (or an email may be sent from your UC Davis email account to parking@ucdavis.edu requesting cancellation) and return your current permit to the TAPS office. Permits returned for a refund on or after the 1st of the month are charged for the full month, so it is recommended that TAPS be notified a month prior to the cancellation date. Since deductions for parking are taken in advance, this will also help avoid unnecessary deductions or administrative fees. A temporary permit may be issued for the remaining days in the month, if needed, so you can continue to park on campus. Customers who possess a valid permit and neglect to cancel deductions will waive their right to a refund. Customers who do not possess a valid permit and neglect to cancel will be refunded up to the last three months of parking permit deductions.

If a permit is damaged, lost, or stolen a replacement may be obtained by visiting the TAPS office. A processing fee will be charged at the time of replacement (for information on fees, please visit TAPS at <http://taps.ucdavis.edu/parking/permits/refunds>). Permits that are not returned to the TAPS office upon cancellation are considered void and use thereafter is subject to citation.