

# U-PASS & Parking Permits for EMPLOYEES

University of Washington Bothell  
2010-2011 Fiscal Year

*Shaded area to be completed by Budget & Planning*

Parking Permit No.: \_\_\_\_\_

U-PASS Permit No.: \_\_\_\_\_

Entered in D/B: \_\_\_\_\_

With this form, faculty, staff, and temporary employees may select transportation options by purchasing a U-PASS (Bus) and/or Parking Permit. With this form, permanent faculty and staff, staff with fixed duration appointments and faculty with quarterly appointments may authorize UWB to initiate a pre-tax payroll deduction so that the cost of the permit(s) is spread over your appointment period. Hourly employees are not eligible to sign up for pre-tax payroll deduction; payment may be made by cash or check.

**Eligible personnel include:**

- Faculty and staff employed in permanent positions of at least 50% FTE at UWB
- Temporary employees (U-PASS and pre-tax payroll deduction restrictions may apply)
- Affiliate faculty, confirmed by UW Academic Personnel, commuting at least 3 days a week throughout the quarter to campus
- Retirees employed on campus either 40% FTE or on an hourly basis.

**Employee Data:** I certify the information provided below is correct.

UW Employee ID (not Social Security #)		<input type="checkbox"/> Permanent Faculty	<input type="checkbox"/> Permanent Staff
		<input type="checkbox"/> Temporary Faculty	<input type="checkbox"/> Temporary Staff
First Name ( )	M.I. 3585	Last Name	
Office Phone	Campus Box #	Campus Department	Campus Bldg & Room #

**Vehicle Information for Parking Permits (REQUIRED):**

	Make, Model and Color	Vehicle License Plate #
Vehicle #1		
Vehicle #2		
Vehicle #3		

**U-PASS (BUS) Options:**

**Annual U-PASS (bus) (only available to permanent employees)**  
Pre-tax Payroll Deduction \$12.00 per paycheck, equates to \$72.00 per quarter, \$288.00 annually

**Quarterly U-PASS (bus)**  
Pre-tax Payroll Deduction \$12.00 per paycheck, or if paid by check/cash \$72.00 per quarter

**Parking permits are to be hung from your rearview mirror or displayed on the vehicle's driver side dashboard and be clearly visible.**

**Parking Permit Options:**

**Annual Full-Time Parking Permit (valid seven days a week) (only available to permanent employees)**  
Only Pre-tax Payroll Deduction available, \$21.00 per paycheck, equates to \$504.00 annually

**Quarterly Two-Day Parking Permit (choose which days pass to be valid for)**  
Pre-tax Payroll Deduction \$12.00 per paycheck, or if paid by check/cash \$72.00 per quarter

Mon  Tues  Wed  Thurs  Fri

**Quarterly Full-Time Parking Permit (valid seven days a week)**  
Pre-tax Payroll Deduction \$21.00 per paycheck, or if paid by check/cash \$126.00 per quarter

**Quarterly Three-Day Parking Permit (choose which days pass to be valid for)**  
Pre-tax Payroll Deduction \$16.00 per paycheck, or if paid by check/cash \$96.00 per quarter

Mon  Tues  Wed  Thurs  Fri

**Quarterly Motorcycle Parking Permit (Not Valid for Automobiles, valid seven days a week)**  
Pre-tax Payroll Deduction \$8.00 per paycheck, or if paid by check/cash \$48.00 per quarter

**Quarterly <50% FTE Parking Permit (valid seven days a week)**  
Requires Eligibility Form  
Must be paid by check/cash \$72.00 per quarter

**Payment Options:**

**Conditions (read carefully/sign below):**

Personal check attached, cash or HC payment.

I authorize UWB to **continue** payroll deduction

I authorize UWB to **start** a payroll deduction (payroll deduction not available to hourly or temporary employees)

If my U-PASS and/or Parking Permit is lost or stolen, I will report it immediately to UW Bothell Cashier's Office, a replacement fee will be assessed. I am the only person authorized to use my U-PASS and/or Parking Permit.

Use by another person or copy/duplication of a permit may constitute fraud and could be cause for serious disciplinary action. The U-PASS and Parking Permits are the property of the University of Washington and are not transferable. I will return my U-PASS and/or Parking Permit if I leave employment at UW Bothell.

**I understand if I retain an unexpired permit I am financially responsible for it even if I do not use it.**

Employee signature \_\_\_\_\_ Date \_\_\_\_\_