

**VIRGINIA STATE UNIVERSITY
ACADEMIC YEAR 2021-2022
EMPLOYEE (Faculty/Staff)
VEHICLE REGISTRATION APPLICATION
PLEASE PRINT LEGIBLY**

EMPLOYEE INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI _____

Required Employee NUMBER: _____

HOME ADDRESS: _____

CITY, STATE, AND ZIP CODE: _____

PHONE NUMBER (____) _____ - _____ OFFICE PHONE NUMBER (____) _____ - _____

Email: _____ DEPT. NAME _____ DEPT BOX# _____

****A readable copy of driver's license is required****

A copy of the vehicle registration information is required for all vehicles.

DISABLED PLACARD # (if applicable) _____

I AUTHORIZE VSU TO WITHHOLD THROUGH PAYROLL DEDUCTION THE AMOUNT OF ANY PAST DUE OUTSTANDING PARKING VIOLATIONS. I UNDERSTAND THAT I AM LIABLE FOR PARKING VIOLATIONS ISSUED BY THE DEPARTMENT OF POLICE. I AGREE TO PAY ALL ASSESSED FINES AND SUBMIT AN APPEAL APPLICATION WITHIN 5 BUSINESS DAYS AFTER THE ALLEGED VIOLATION. I FURTHER AGREE TO PAY ANY CITATIONS THAT THE APPEALS COMMITTEE DENIES WITHIN 5 BUSINESS DAYS OF THE COMMITTEES DECISION. I UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ALL FEES INCURRED IN THE EFFORTS TO COLLECT ANY UNPAID PARKING VIOLATIONS.

SIGNATURE: _____ DATE: _____

*****CASHIER OFFICE USE ONLY*****

of DECALS ISSUED _____

Pmt By: Payroll Deduction/Cash/Check/Debit/Credit Card

Purchase Type/Amount: (FALL) Sept. 1 – Aug. 31 (SPR) Dec. 2– May 15 (SUM) May 16 – Jul 31

Executive Reserved \$150.00 \$113.00 \$ 50.00

Faculty / Staff \$119.00 \$ 91.00 \$ 44.00

Additional Decal* \$10.00 \$ 10.00 \$ 10.00

* (Up to 2 Cars)

Note: Completed additional application form attached for third (3) vehicle registration _____ (Y /N)

Note*: Decals purchased after May 15 must be paid in full at time of purchase.

Assigned Decal# _____ Assigned Decal# _____

CASHIER: _____

PURCHASE DATE: _____

**Pre-Tax Parking Fee Program
2021-2022
Payroll Deduction Agreement**

By completing and submitting the proper forms and signing below, I hereby authorize Virginia State University to deduct from my pay, the appropriated charge for a parking decal(s) for the Academic School Year of **2021-2022**. I understand that the VSU parking decal fee will be deducted in four (4) equal installments for decals purchased between Sep 1, 2021 and May 15, 2022. **(FALL) Decal purchased between Aug 1, 2021 and Dec 1, 2021**
(SPRING) Decals purchased between Dec 2, 2021 and May 15, 2022

Note*: Decals purchased after May 15 must be paid in full at time of purchase.

Faculty/Staff Decal	Purchase Amount FALL / 4 Installments	Purchase Amount Spring / 1 Payment
1 Vehicle	\$ 119.00 / \$29.75	\$91.00 / \$22.75
2 Vehicles	\$ 129.00 / \$32.25	\$101.00 / \$25.25
3 Vehicles	\$ 139.00 / \$34.75	\$111.00 / \$27.75
Executive Reserved Space	Purchase Amount FALL / 4 Installments	Purchase Amount SPRING / 1 Payment
1 Vehicle	\$ 150.00 / \$37.50	\$ 113.00 / \$28.25
2 Vehicles	\$ 160.00 / \$40.00	\$ 123.00 / \$30.75
3 Vehicles	\$ 170.00 / \$42.50	\$ 133.00 / \$33.25

The parking decal fees are deducted from gross income PRE-TAX before federal, state, and FICA taxes are computed; therefore, you save money by paying lesser taxes.

EMPLOYEE TO COMPLETE HIGHLIGHTED AREA

PRINT NAME:		
	Employee #	
DECAL TYPE REQUESTED FACULTY / STAFF		
EXECUTIVE RESERVED		
<u>Purchase Amount from TABLE above</u>	<u>Installment Amount from TABLE above</u>	
Authorized Payroll Deductions SIGNATURE:		DATE:

PAYROLL OFFICE USE ONLY

DATE OF 1ST PAYROLL DEDUCTION:	AMOUNT OF 1ST PAYROLL DEDUCTION	DATE OF LAST PAYROLL DEDUCTION:	AMOUNT OF LAST PAYROLL DEDUCTION:
PAYROLL STAFF SIGNATURE:			