

## 2011-2012 Parking Permits

Parking permits for fiscal year 2011-2012 will be sold beginning August 1, 2011. Each employee wishing to park a vehicle on campus may purchase one permit only. Like the current permit, the new permit will hang from the rearview mirror. This allows it to be moved to another vehicle, should an alternate vehicle be driven.

The cost of the parking permit is determined by the employee's annual salary for the 2011-2012 fiscal year, as follows:

Salary	Salary	Salary	Salary	Salary	Salary	Salary
19,999.99 and under	\$20,000 – \$39,999.99	\$40,000 – \$59,999.99	\$60,000 – \$79,999.99	\$80,000 – \$99,999.99	\$100,000 – \$119,999.99	\$120,000 and above
\$36/year	\$60/year	\$84/year	\$108/year	\$132/year	\$156/year	\$180/year

Faculty/Staff permits can be purchased by paying the total cost by August 15, 2011, or by authorizing payment via payroll reduction. For payroll reduction, employees with 12-month assignments will pay 1/12 of the cost monthly. Employees with less than 12-month assignments will pay a prorated amount monthly in relation to their contract/assignment period.

**NOTE:**

- Motorcycle permits are \$50 regardless of salary amount. Motorcycle permits must be paid in full. Payroll reduction is not an option for motorcycle permit purchase.
- No discount will be given to married couples for a second vehicle.
- Permits will be mailed to purchasers via campus mail.

To purchase a 2011-2012 parking permit, please complete the Parking Permits form and return it to the Payroll Office via email, fax, mail, or in person by **August 15, 2011**.

# SFA 2011-2012 PARKING PERMITS

Please return this completed form to the SFA Payroll Office by August 15, 2011

**Mail:** P.O. Box 13035, Nacogdoches, TX 75962  
**In person:** Austin Building, 2nd floor  
**Scan and email:** payroll@sfasu.edu  
**Fax:** (936)468-2207

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Please complete the information below and select one payment method. **PRINT or TYPE**

Name: \_\_\_\_\_ SFA ID #: \_\_\_\_\_

Department: \_\_\_\_\_ SFASU Box #: \_\_\_\_\_

License Plate Number(s) of Vehicle(s) Driven: \_\_\_\_\_

SFA Email: \_\_\_\_\_ Campus Telephone #: \_\_\_\_\_

\_\_\_\_\_ **Check.** Make check payable to SFA and attach check to this form. The check amount should be based on your annual salary effective for the 2011-2012 fiscal year. (See cost schedule in accompanying instructions.) Please place your SFA ID # (located on your SFA ID card) on the check and mark the appropriate amount below:

\_\_\_\_\_ \$36    \_\_\_\_\_ \$60    \_\_\_\_\_ \$84    \_\_\_\_\_ \$108    \_\_\_\_\_ \$132    \_\_\_\_\_ \$156    \_\_\_\_\_ \$180

\_\_\_\_\_ \$50 (motorcycle only)

\_\_\_\_\_ **Payroll Reduction.** Amounts paid by payroll reduction will reduce your federal income and FICA taxes, but will not impact your retirement (TRS or ORP) contributions. The cost of the permit will automatically be calculated based on your base salary rate as of September 1, 2011. (See cost schedule in accompanying instructions.) Additional compensation, overtime and longevity will not be considered in the computation.

By signing below, I authorize Stephen F. Austin State University to reduce my monthly salary by the applicable amount based on board approved parking rates. (See cost schedule in accompanying instructions.) I understand this is a one-time authorization, and will be effective only for this fiscal year. I further understand that I can change or revoke this authorization by contacting the Payroll Office in writing prior to September 15, 2011.

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

## PARKING & TRAFFIC USE ONLY:

Permit Number: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Entered by: \_\_\_\_\_ Verified: \_\_\_\_\_