

## Employees,

You can purchase your parking permit on-line beginning Monday, **July 20**.

### Instructions:

- Go to <http://parking.udayton.edu>
- Everyone is required to apply on-line except for part time employees paying by voucher or requisition.
- Click "Purchase Permits" and input your University of Dayton username and password.
- All citations must be paid.
- Use your old 14/15 permit until you receive your new one.
- New 15/16 permits must be **displayed** on your vehicle by Monday, **August 17**.
- A computer is available in the lobby of Parking Services. A customer service representative will be available from 8:00 am to 4:30 pm weekdays to assist anyone who is not familiar with, or does not have access to a computer.

### Permit Fees:

- The fee for the August-to-August Academic year is \$195.00.
- The fee for parking only after 4:00 pm is \$160.00.

### Payment Options:

#### **Payroll Deduction**

- Your fee will automatically be deducted on a "pre-tax" basis if you pay by Payroll Deduction.
- The deadline for the **Payroll Deduction** option is Tuesday, **August 25**.
- Payroll deduction will start the first pay period in September and end the first pay period in December (7 deductions).

#### **Credit Card:**

- We will accept Discover, MasterCard, Visa, or American Express.
- To have your permit fee deducted on a "pre-tax" basis, you must obtain a Pre-Tax Application Form from Payroll. Go to [https://udayton.edu/finadmin/\\_resources/docs/controller/documents2/Parking%20Fee%20Pre-Tax%20Application%20Form.pdf](https://udayton.edu/finadmin/_resources/docs/controller/documents2/Parking%20Fee%20Pre-Tax%20Application%20Form.pdf)
- Complete and submit the form to Payroll, St. Mary's Hall, Room 303, and Zip 1643. The original parking fee receipt must be attached to the form.

### For Additional Information:

- Visit our Web Site at <http://www.udayton.edu/publicsafety/parking/>
- Contact Parking Services at (937)229-2128.
- E-mail us at [parking@udayton.edu](mailto:parking@udayton.edu)

Have a great summer!

Thank you,  
Parking Services