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
- 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

Have a great summer!

Thank you,
Parking Services