

Employees,

You can purchase your parking permit on-line beginning **Monday, July 25, 2016.**

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 15/16 permit until you receive your new one.
- New 16/17 permits must be **displayed** on your vehicle by Monday, **August 15.**
- 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 \$210.00.
- The fee for parking only after 4:00 pm is \$175.00.

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 Thursday, **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