

## **Employees,**

**You can purchase your parking permit on-line beginning Monday, July 24, 2017.**

### **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 16/17 permit until you receive your new one.

New 17/18 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 \$225.00.

The fee for parking only after 4:00 pm is \$190.00.

### **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%20PRE\\_TAX%20FORM.pdf](https://udayton.edu/finadmin/resources/docs/controller/documents2/PARKING%20PRE_TAX%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