



FOR OFFICE USE ONLY

Permit #

PAYROLL DEDUCTION RENEWAL FORM

New Mexico State University
Transportation and Parking Services

Instructions

1. Please complete the following form. **All fields required**
2. Print form
3. Signature required
4. Submit the Payroll Deduction Renewal Form:
 - a. **Campus Mail: Parking Department MSC 3PAR**
 - b. **As a PDF attachment to e-mail address: placard@nmsu.edu**
 - c. **Fax to 646-7814**

EMPLOYEE INFORMATION (must be a permanent employee to qualify for payroll deduction)

Banner ID # _____ Employee Name _____

Please select one: Are you a 12 month employee? _____ or Are you a 9 month employee? _____

Address _____

City _____ State _____ Zip Code _____

e-mail address _____ Telephone _____

PERMIT INFORMATION

Faculty/Staff Moveable (\$90.00) _____ Outer Lot Employee Moveable (\$48.00) _____

Faculty/Staff Permanent (\$90.00) _____ Outer Lot Employee Permanent (\$48.00) _____

Motorcycle (\$21.00) _____ (Need Copy of Registration)

ADDITIONAL PERMITS (\$230.00)

Faculty/Staff Moveable _____ Outer Lot Employee Moveable _____

Faculty/Staff Permanent _____ Outer Lot Employee Permanent _____

SELECT ONE: Mail Permit _____ Pick up Permit at Parking Department _____

Signature

Date

Contact the Parking Department at 646-1839 with questions

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Date Received Request: _____ Employment Status: _____ Verified by: _____

Customer UID Number: _____ Receipt # _____

Date Request Completed: _____ Request Completed by: _____