

**EMPLOYEE PAYROLL DEDUCTION - PARKING FEE AUTHORIZATION**

Employee Name (please print): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Northland Community and Technical College (Northland) parking fees are established in accordance with Northland Policy and Procedure. Employee fees are payable via payroll deduction on a pre-tax basis. Please complete the form below and return to Rachel Larsen, Assistant Director of Human Resources, if you elect to have the parking fees payable via payroll deduction. **This payroll deduction will continue in subsequent years unless the authorization is revoked.** To revoke this authorization, a written notice must be sent to Rachel Larsen, Assistant Director of Human Resources at [rachel.larsen@northlandcollege.edu](mailto:rachel.larsen@northlandcollege.edu).

- Employees will be charged per year according to the rates determined by Northland Policy 6010 and Procedure 6010P.
- Employees who teach or work only off campus are exempt; please notify Rachel Larsen if you meet this condition.
- Employees on leave of absence or sabbatical for at least one full academic term or six months will have their parking fee prorated.
- Employees who do not park on any Northland property may submit a request for a waiver subject to approval by the Northland President.

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I authorize Northland Community and Technical College to deduct the Northland parking fee from my paycheck. My signature on this form indicates my authorization. Please process my parking fee as follows:

**Permanent Employees:**

\_\_\_\_\_ Two payroll deductions on the first two full pay periods after date signed below.

\_\_\_\_\_ Four payroll deductions on the first four full pay periods after date signed below.

**Adjunct/Temporary Faculty:**

\_\_\_\_\_ I am teaching fall semester and authorize a parking fee deduction on the first two full pay periods of fall semester.

\_\_\_\_\_ I am teaching spring semester and authorize a parking fee deduction on the first two full pay periods of spring semester.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Waiver Request:** \_\_\_\_\_ I certify that I do not park on any Northland property and am requesting the fee be waived.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note:** Employees who elect not to pay parking fees via payroll deduction are to consider this correspondence an invoice of the parking fees and are to make a check payable to Northland and submit to Rachel Larsen, Assistant Director of Human Resources on an annual basis.