

**Innovista Parking, LLC**

**Registration & Payroll Deduction Authorization Form**

**University of South Carolina Regular Faculty and Staff Parking**

Please complete all of the information requested on this Registration and Payroll Deduction Authorization form and return to the Innovista Parking, LLC office located at 821 Park Street, Columbia, SC 29201.

Regular, Full Time and Part Time Faculty/Staff members may purchase a monthly parking permit via payroll deduction. The monthly rate for 12-month and 9-month University of South Carolina faculty/staff is \$65 and \$86.66, respectively. The monthly parking permit fee will be taken out on a semi-monthly basis.

Once Innovista Parking, LLC receives this completed form, your automatic deductions will be processed and your permit will be issued. Permits must be picked up at the Innovista Parking, LLC office. Permits cannot be mailed.

The Faculty/Staff monthly permit will be valid the first of the month in which the permit was purchased and will remain valid until you submit a written cancellation of this authorization and return your permit to the Innovista Parking, LLC.

**Please note that in the event of cancellation, termination, resignation or leave of absence it is the employee's responsibility to return the parking permit to Innovista Parking, LLC in order to stop payroll deductions. Monthly charges will continue until the parking permit is returned. Additionally, Customer understands that the below balance will be owed regardless of early cancellation or cessation of parking.**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Last Four of SSN#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

821 Park Street Garage       519 Main Street Garage

I hereby authorize Innovista Parking, LLC to deduct from salaries due me, pre-tax parking fees currently established at a monthly rate for 12-month and 9-month University of South Carolina faculty/staff. Amount deducted semi-monthly will be based on Customer's access level indicated below. Payroll deduction will be enrolled pre-tax.

- Monday - Friday      (\$780/yr)       12 Month Faculty/Staff
- Monday - Saturday      (\$1,020/yr)       9 Month Faculty/Staff
- Monday - Sunday      (\$1,200/yr)

I understand that this deduction will become effective \_\_\_\_\_. I further understand that this authorization may be revoked at any time that I cease to use the parking facilities by filing a written revocation request and surrendering the permit to Innovista Parking, LLC.

Cancel this monthly deduction. The parking permit is attached.

Once canceled, deductions will stop at the end of the month in which the permit is cancelled. Once the permit has been returned, and written cancellation has been completed, Innovista Parking, LLC will issue you a temporary parking permit for the remainder of the month. I further understand that interruption of my payroll deduction by the surrender of my parking permit will not entitle me to refund of money unless excess funds were deducted. It is my responsibility to apply for any refunds due me.

There will be a \$25.00 replacement fee for parking permits that have been lost or stolen. I hereby request that a replacement permit be issued, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Innovista Parking, LLC  
821 Park Street  
Columbia, SC 29201  
(803) 777-5341