



## DOA Powers Garage Parking Application

<u>Overview</u>	<u>Deductions</u>
<p>Effective with the pay date of 07/17/15, the parking fee will increase to \$20 per pay period; however, you will have the option to pay through either a taxable or pre-tax payroll deduction.</p> <p>If you currently park your vehicle in the parking garage and wish to continue, this form will need to be submitted to record your tax selection. If you wish to withdraw entirely from the parking garage, this form will need to be submitted to stop any further payroll deductions.</p> <p>Please fill out the appropriate boxes below, sign, and email the form to: <a href="mailto:deborah.white@doa.ri.gov">deborah.white@doa.ri.gov</a> or send a hard copy to DOA Division of Capital Asset Management and Maintenance, Attn: Deborah White.</p>	<p><u>New applicants:</u> Once you have been notified of your approved application, the parking fee in the amount of \$20 per pay period will be deducted from your bi-weekly payroll wages. The impact on your net pay will depend upon your tax election.</p> <p><u>Existing garage members:</u> The increased rate will be effective the pay date of 07/17/2015. The impact on your net pay will depend upon your tax election.</p> <p><u>Refunds:</u> Important note for pre-tax electors. Tax law does not allow for a refund of pre-tax parking fees once deducted. If you relocate to another agency or department, it is your responsibility to notify Facilities Management to cancel the payroll deduction.</p>

### Information on the Pre-Tax Election

This option, which is voluntary, allows you to pay for Capitol Hill garage parking through a pre-tax payroll deduction. Your taxable wages will be decreased since the parking fee will be taken from your gross wages before Federal, State, Social Security, and Medicare taxes are calculated. This deduction will not affect your state retirement contribution.

<p>1) <b>Applicant Status:</b> <i>(check one)</i></p> <p><input type="checkbox"/> Existing Garage Member</p> <p><input type="checkbox"/> New Applicant</p>	<p>3) <b>Pre-Tax Election:</b> <i>(check one)</i></p> <p>Please read the Pre-Tax Election Information above.</p> <p><input type="checkbox"/> Yes, I elect to have my parking fee deducted on a <b>pre-tax basis</b>. I understand I <b>cannot</b> get a refund once the fee has been deducted.</p> <p><input type="checkbox"/> No, I want my parking fee deducted on a <b>post-tax basis</b>.</p>	<p>4) <b>Handicapped?</b> <i>(check one)</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes*</p> <p>*Please provide copy of handicapped certificate.</p>
<p>2) <b>Indicate Action:</b> <i>(check one)</i></p> <p><input type="checkbox"/> Activate / Continue - \$20 per pay period (complete all boxes)</p> <p><input type="checkbox"/> Withdraw (complete boxes 5 &amp; 6)</p>		

#### 5) **General Information:**

Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Agency \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ License Plate \_\_\_\_\_

Payroll Acct # \_\_\_\_\_

Building \_\_\_\_\_

Please Note: If you do not know your Employee Id # and Payroll Account #, the information is displayed on your paystub.

6) Signature: \_\_\_\_\_

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