



## Employee Permit Credit or Payroll Deduction Stoppage Form

Employees desiring to suspend permit payment during remote campus working arrangements may do so by returning this form and following the additional instructions below. Employees may opt to receive either a pro-rated refund or termination of payroll deduction, depending upon their original payment method.

Please consider the following information before returning your permit:

- Parking lots will remain on control during the coronavirus (COVID-19) campus impacts.
- If you need to periodically return to work, note that valid permits are still required to be displayed unless parking in a paid visitor parking area.
- Employees with reserved or core parking permit assignments who return their permit will forfeit their assignment. Individuals seeking to repurchase reserved or core parking permits following this remote work directive will be placed on the associated waitlist in the order in which they apply.
- Timely reissuance of employee parking permits following a future relaxing of the current social distancing and remote work directives may be impacted due to a large number of new permit applications. There is a potential for long lines or an extended delay in receiving a replacement 2019-20 parking permit.

### Instructions:

Permits must be returned or destroyed to be eligible for a credit. Please carefully follow all instructions to ensure timely processing. Please choose one of the following options:

Return permit and form together by mail to: UK Transportation Services, Press Avenue Garage (PS#6), 721 Press Avenue, Lexington, KY 40506-0571.

Drop off your completed form and permit at our customer service drive-thru window, located at 721 Press Avenue.

Take a picture of your intact permit. Next, cut your permit cross-ways into four (4) pieces and take a picture which shows the numbers cut in half.\* Attach both pictures and your completed form to an email and email to this address: [uktransportation@lsv.uky.edu](mailto:uktransportation@lsv.uky.edu).

**Please Note: Eligible permit credits will first be applied to any valid outstanding parking citation fines.**

If your permit was purchased via payroll deduction, there are no additional steps to follow.

If your permit was purchased using a credit card, a staff member will contact you using the phone number provided on this form and obtain from you the credit card number used to

purchase the permit. The unused portion will be returned to your credit card balance. For security purposes, credit card numbers cannot be accepted via email or mail.

If your permit was purchased by cash or check, a check will be processed for the unused portion and mailed to the address provided on this form. Please allow six weeks for processing and delivery.

Today's Date:

First Name:

Last Name:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Employee ID:

Employee Phone Number:

Permit Number:

Vehicle Make, Model & Color:

Licence Plate:

Vehicle Make, Model & Color:

Licence Plate:

*\*Please note that all of the above information is required. However, if you only drive one vehicle to campus, you may leave the second Vehicle Make, Model & Color and License Plate sections blank.*

*\*(example of properly cut-up permit)*

