

Effective **August 1, 2020** an option to purchase a university parking permit pre-tax through payroll deduction will be available. Please see the criteria for eligibility below and how to sign up and elect this option.

- Employees paid over 12 months may elect to have their pre-tax deductions taken over **12 months** (August through July).
- Employees paid over 9 months may elect to have their pre-tax deductions taken over **8 months** (September through April).
- Payroll deductions will be pre-tax **only**. Employees who wish to purchase a permit with after-tax dollars may do so directly with Parking and Transportation Services.

Eligibility

Those Academic Faculty, Administrative Professionals, Post-Doctoral Fellows, Veterinary Interns and Clinical Psychology Interns, and State Classified Staff who are benefits eligible may purchase employee parking permits pre-tax through payroll deduction. For information about the types of permits available, visit the [CSU Parking and Transportation Website](#).

Pre-Tax vs. After-Tax

Pre-tax means the deduction for your parking permit occurs before taxes are calculated and deducted from your pay advice, reducing your taxable income. Selecting a pre-tax deduction decreases your Federal, State and Medicare tax liability. It is important to note that there are no refunds allowed for permits purchased through pre-tax payroll deduction and once this option is chosen, it may not be changed until the next election period.

After-tax means you would pay for your parking permit outside of payroll deduction with money you already have. For example, you would pay for the permit with cash, a credit card, or personal check.

Please note: if you do not receive enough pay in a given pay period to cover the full cost of your parking permit, the outstanding amount will be deducted from the remaining pay periods on a prorated basis. For example, if an employee owes \$50/month but does not receive enough pay in August to cover the cost, the \$50 balance would be divided by the remaining pay periods and an additional \$5.54 would be taken from their next 11 pay checks.

