



# Parking Payroll Deduction Authorization and T/PRP Enrollment & Authorization Form

## Instructions

Fill out this form, sign it, and submit it to one of the offices listed below.

**Remember:** *This form can only be used by employees who park in Columbia University and New York-Presbyterian Hospital parking lots. If you are a Manhattan resident who has a parking tax exemption certificate, please attach a copy to this form.*

## Commuter Information

EMPLID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Do you commute from home to the Columbia lot listed below?  Yes  No

Do you wish to enroll in the parking portion of the Transit/Parking Reimbursement Program? (You must check "Yes" to have pre-tax deductions made.)  Yes  No

## Where to Send This Form

### Parking lot used (check one):

#### Morningside

- 560 Riverside Drive  ETG
- 635 W. 131<sup>st</sup> Street  IAB
- 609-11 West 113th Street  Interchurch
- Riverside Church

#### Health Sciences

- Irving Cancer Center-Audubon III  Allan Rosenfield Building
- Russ Berrie Medical Science Pavilion  178<sup>th</sup> Street- GW Bridge Bus Terminal
- 100 Haven Avenue (Bard Haven Towers)  New York-Presbyterian Hospital Lots

### Return this form to:

Karen Fry  
Mail Code 8801  
400 West 119th Street  
Fax to: 212-854-2891

Janet Salinas  
630 West 168<sup>th</sup> Street  
Room 2-460  
Fax to: 212-305-8119

## Authorization

Effective Date (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I hereby authorize Columbia University to deduct from my paycheck the monthly parking charges of \$\_\_\_\_\_ for the indicated parking lot.

In addition, I am eligible for the parking reimbursement portion of the Transit/Parking Reimbursement Program. I hereby enroll in T/PRP and I authorize the amount of \$\_\_\_\_\_ to be deducted on a pre-tax basis to the extent permitted by law.

Employee Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

## For Use by Parking Office:

Received: \_\_\_\_\_ Copy sent to Payroll: \_\_\_\_\_