

**BSU/NTC AUTHORIZATION FOR VOLUNTARY PAYROLL DEDUCTION OF PARKING
PERMIT COST**

Return completed form to Cashiers Office

Employee State Payroll ID # _____

I, _____ (print name)

here by authorize Bemidji State University or Northwest Technical College to deduct from my wages, the total cost of parking permit indicated below. The pre- tax deduction will begin with the paycheck dated October 3th, 2025 and continue for six (6) pay periods. I am authorizing this voluntary deduction as specified in 16A.133. In the event my employment ends for any reason before the final deduction is made, the entire balance will be deducted from my final wages. Refunds are unable to be done after December 16th 2025.

If you have opted for pre-tax benefits through your flex account, you cannot do a parking permit payroll deduction.

(Employee Signature)

(Date)

FOR OFFICE USE ONLY:		
Permit #	Lot	Total cost of Permit (Including Tax)
Deduction Start Date _____		Deduction End Date _____
Goal Amount _____	Paycheck amount: _____	

Input By: _____ Date: _____