

**Lewis & Clark**  
**Department of Transportation & Parking**  
**PARKING/BUS PASS PAYROLL REDUCTION AGREEMENT**  
**PLEASE READ CAREFULLY**

**Election**

By purchasing your parking or bus pass online using the payroll deduction option you authorize the college to reduce your salary each pay period by the amount elected below to pay for a portion of a bus pass to or a parking permit on the Lewis & Clark campus.

**Tax Effects of Elections**

Understand that the salary reductions are made on a pre-tax basis. Consequently, they are not included in my W-2 income. Exclusions from W-2 income will affect you in the following ways:

- The salary election amount is not subject to federal income tax or Oregon income tax.
- Because the amount of your election is not subject to Social Security taxes, your Social Security covered compensation will be reduced if you are not over the Social Security wage base. This may reduce your future Social Security Benefits.

**Plan Terms/Legal Advice**

Payroll reductions for parking or bus passes are collected in arrears (at the end of the month for the month just completed). Parking permit payroll reduction stops automatically on May 1. Except for the initial August/September enrollment period, the election to start your payroll reduction will take effect on the first day of the month following your election. Parking permits are pro-rated on a monthly basis. The amount of the first payroll reduction will depend on when the permit was purchased. When a permit is purchased after the 15th the balance due for that month will be added to the first payroll reduction. **Your election will be effective until May 1, 2015 for parking permits and September 1, 2015 for bus passes or until such time that you complete and deliver to the Transportation and Parking Department a Parking/Bus Pass Reduction Elimination Agreement.**

**Monthly payroll reduction amounts**

**PARKING PERMIT**

\$41.25 per month (except May – August) single occupancy vehicle  
\$10.31 per month (except May – August) 2 person carpool\*  
\$82.50 per month (except May – August) reserved space (limited to certain executive officers and trustees)

**EVENING PARKING PERMIT**

\$31.00 per month (except May – August) valid after 3:45 PM

**MOTORCYCLE PERMIT**

\$6.87 per month (except May – August) complimentary if purchasing permit for single occupancy vehicle

**BUS PASS**

\$50.00 Monthly bus pass (Effective 9/1/13 TriMet bus zones are discontinued and only a single zone pass is available)

**Please Note:** In order to purchase a 2014-15 parking permit or monthly bus passes, the balance of your account with Lewis & Clark must be zero. For information regarding account balances please contact Student and Departmental Account Services at 503-768-7829 or [accountservices@lclark.edu](mailto:accountservices@lclark.edu).