

Dear Faculty and Staff,

You can purchase your 2020-21 parking permit on-line beginning **Monday, July 27, 2020.**

### **Instructions**

- Go to <http://parking.udayton.edu>.
- Everyone is required to apply on-line except for part time employees paying by voucher or requisition.
- Click "Get Permits". Click "Affiliated Login" and input your University of Dayton username and password. Enter passcode for "two-factor authentication" and Click "next". Continue through the process until you reach the payment receipt page.
- All citations must be paid.
- Use your old 19/20 permit until you receive your new one.
- New 20/21 permits must be **displayed** on your vehicle by Monday, **August 17.**
- A customer service representative will be available from 8:00 am to 4:30 pm weekdays to assist anyone with purchasing their permit. Please call 937-229-2128 for any assistance.

### **Permit Fees**

The new salary structure for the August-to-August Academic year is as follows:

- Less than \$34,999: \$255
- \$35,000 - \$74,000: \$265
- \$75,000 - \$99,999: \$280
- \$100,000 and above: \$300
- Parking only after 4:00 pm \$220.

### **Payment Options**

#### **Payroll Deduction**

- Your fee will automatically be deducted on a "pre-tax" basis if you pay by Payroll Deduction.
- The deadline for the **payroll deduction** option is Friday, **August 21.**
- Payroll deduction will start the first pay period in September and end the first pay period in December (7 deductions).

#### **Credit Card:**

- We will accept Discover, MasterCard, Visa, or American Express.
- To have your permit fee deducted on a "pre-tax" basis, you must obtain a Pre-Tax Application Form from Payroll. Go to [https://udayton.edu/finadmin/divisions/fss/controller/\\_resources/docs/parking-pre\\_tax-form.pdf](https://udayton.edu/finadmin/divisions/fss/controller/_resources/docs/parking-pre_tax-form.pdf) Complete and submit the form to Payroll, St. Mary's Hall, Room 303, and Zip 1643. The original parking fee receipt must be attached to the form.

### **Additional Information**

- Visit our Web Site at <http://www.udayton.edu/publicsafety/parking/>.
- Contact Parking Services at (937) 229-2128.
- E-mail us at [parking@udayton.edu](mailto:parking@udayton.edu).

Thank you,  
Parking Services