

# Stop Parking Permit Payroll Deduction

In order to discontinue Payroll Deductions for Parking Permits, a **Stop Parking Permit Payroll Deduction** form must be filled out.

Please return your Parking Permit(s) to the Public Safety Office at 30 Waterman Street with the completed form. Your Parking Permit(s) will be marked as *returned* in the Public Safety Parking Permit database, and Public Safety will request that Payroll stop deducting from your payroll for the Permit(s).

## Applicant

First Name

Last Name

RISD ID No.

Department

RISD Phone

Signature

Date

## Cease Payroll Deduction Effective

Date

Permit No.

Date

Permit No.

Date

If you need to transfer your Permit to another vehicle, please apply for a new Permit with Public Safety.

If your Permit is lost or stolen, please contact Public Safety (x6376).

In order to receive a new permit after ceasing payroll deductions, a new **Parking Permit Application** form will need to be filled out and a new Permit will be issued.

*\*Effective date to stop payroll deductions cannot be backdated. You must fill out this form before payroll will cease deductions and deductions will not be refunded for any period during which you had a Parking Permit, but were not utilizing RISD parking lots.*



### Department of Public Safety

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Mailing: 2 College Street

Providence, RI 02903

24-Hour Tel.: 401/454.6376

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