



PARKING DEPARTMENT Auto-Renewal Information

ATTENTION PARKING CUSTOMERS

ON ACTIVE PRE-TAX PAYROLL DEDUCTION

We are excited to announce the introduction of auto-renewal!

If you are an annual faculty/staff permit holder and pay via payroll deduction, you will no longer need to complete a renewal process each year for your parking permit. Your parking permit and active payroll deduction will continue until you complete the Stop Payroll Deduction Form (see below). While you do not need to renew your permit this year, you must verify the terms of this change by completing the *verification* form (link below) by July 31, 2016.

****Failure to complete the verification will result in the termination of your parking permit.**

Please note:

- To facilitate the transition to auto-renewal, current FY16 permits will be extended to July 31, 2016.
- This only applies to annual faculty/staff permit holders, who currently pay via payroll deduction.
- This does not include shuttle permit holders or specialty permit types which require additional fees and/or verification such as: Dual and Departmental permits. Renewal information for specialty permit types will be communicated separately.
- Manage your own account: You are responsible for updating vehicle and personal information as well as the termination of payroll deductions.
- For the fourth consecutive year, there will be no increase in faculty/staff permit rates. The rate will gain be capped at \$55/month and all open range and union employees will continue to pay 0.8% (eight-tenths of one percent) of their annual base salary.

What steps do you need to take?

1. Complete the auto-renewal verification form at: <http://go.illinois.edu/ParkingAutoRenewal> by July 31, 2016.
2. Update your vehicle and personal information on your parking account at: [Manage My Parking Account](#).

Not Renewing

If you are **not** renewing your permit and you wish to **stop** payroll deductions, you **MUST** complete the [Stop Payroll Deduction form](#). Completion of the Stop Payroll Deduction form will result in the cancellation of your parking permit. However please note, payroll deductions will continue, even after the permit has expired or has been terminated if the form is not completed. This may also result in non-refundable deduction(s).

For additional information about rates, services, and ongoing programs, please feel free to visit the Parking Department website for up to date information – <http://parking.illinois.edu/>. Thank you for your continued patronage. We look forward to serving you again this year. Safe Driving!

University of Illinois Parking Department

** Sustainability: If you are an electric vehicle user, please contact our office to have your vehicle information updated to include the EV designation. Email parkingcomments@illinois.edu or call 217-333-3530.