Dear UICOMP:

Parking cards for FY2009 will be on sale beginning Wednesday, July 16, 2008, for the twelve-month period ending June 30, 2009. The annual fee is $100.00 for staff and M2 students for the twelve-month period. For faculty and academic professionals the annual fee is $240.00. M3 and M4 students pay $40 annually. Parking cards will be available at the Reception desk in the Lobby from 12-1:30 only from July 16-18, 2008.

Methods of Payment

Staff and faculty may either pay the annual parking fee at the time of card purchase or they may pay through payroll deduction. Payroll deductions for academic personnel will be on a monthly basis and payroll deductions for civil service employees on a biweekly basis.

Students pay the annual parking fee at the time of card purchase. If the card is purchased during the year, the fee will be prorated to June 30, 2009. A $5.00 refund will be made for each card returned by students.

Cards purchased after July 18, 2008 will be prorated for the remaining portion of the fiscal year. Any payments must be by check or money order made payable to the University of Illinois. Volunteer faculty members who are actively engaged in the instructional programs may be issued a courtesy card upon the recommendation of their department head/chair. Parking tokens may be given to persons for whom you wish to provide "free" parking. Departments may purchase tokens from the Accounting Office in quantities of 20 for $20.

Payroll Deduction Procedures

1. **First-time applicants for parking card:** Fill out the blue payroll deduction authorization card (available during card sales in the Lobby) no later than July 18, 2008. Applicants must sign the authorization card before the new parking card will be issued.

2. **Persons renewing their parking card:** If your FY2008 parking card payment was set up on payroll deduction, bring your parking card to the Lobby at one of the scheduled times and exchange it for a new one. Payroll deductions will continue.

3. **Persons not renewing:** A Payroll Revocation Card must be submitted to stop the deductions. Without this action, payroll deductions will continue. To initiate revocation you should apply for a revocation card in the Lobby during one of the scheduled times. The FY2008 parking card must be returned by July 21, 2008.

4. **Persons not desiring a parking card:** No action is necessary. The visitor lot is available for use as needed.
Gate Operation

Upon payment of the parking fee, either in full or by payroll deduction, a FY2009 parking card (green) will be issued. During the period of July 16 through July 20, the parking control gates will be coded to accept cards as shown below:

Period All Gates
July 16-20 Blue and Green
July 21 and thereafter Green Only

Old cards (blue) must be surrendered at the time the new card is issued. They will not operate in any gate after July 20.

Hours of Operation

All parking gates will be in controlled operation at all times.

Security

The security personnel and our closed-circuit video system will maintain evening and weekend surveillance of the lots.

Lost Cards

If cards are lost, the person must pay a replacement card charge of $10.