



What is the Pre-Tax Parking Program?

The Pre-Tax Parking Program allows EWU Riverpoint employees the choice to payroll deduct their annual parking permit fees on a pre-tax basis. When you elect to payroll deduct on a pre-tax basis, it reduces your taxable income. This allows you to realize savings in Federal Income Taxes, Social Security, and Medicare.

How do I know if I am eligible?

You are eligible for the Pre-Tax Parking Program if you are a member of the EWU Faculty, Classified Staff or Administrative/Exempt Staff employed at 0.50 FTE or greater. Temporary employees are not eligible. You must be employed the first quarter of the academic year to qualify for this program.

Is there a deadline for Pre-Tax Parking authorization?

Yes, a Parking Permit Payroll Deduction Authorization form must be completed and submitted to the WSU Riverpoint Parking Services office prior to close of business the **first Monday in August**.

When can I start using my Pre-Tax annual parking permit?

Your permit will be available and active as of September 1st, following authorization approval.

How do I enroll?

If you are eligible to participate, all you need to do is complete an authorization form and submit it to WSU Riverpoint Parking Services when you purchase your annual pass. WSU Parking Services will forward your authorization to EWU Payroll for further processing. Make sure to select "Yes" in the Pre-Tax Election box on the authorization form. The authorization form is available on the WSU Spokane and EWU Parking Services websites.

Do I have to enroll in the Pre-Tax Parking Program? Is it mandatory for all employees?

No. Enrollment in the Pre-Tax Parking permit fee deduction program is voluntary.

Can I still use payroll deduction for my parking permit without enrolling in the Pre-Tax Parking Program?

Yes. Simply check the "No" box under the Pre-Tax Election section of the Parking Permit Payroll Deduction Authorization form.

When will the payments be deducted from my paycheck?

Once your application for Pre-Tax Parking is approved, payments will automatically be deducted, starting with your **first paycheck of the new academic year**. For 12-month employees and semester faculty, the first deduction will occur September 10th. Deductions will begin later for employees that start their contract year later than August 31st. **Equal deductions of 1/8th of the cost of your parking pass will be taken from eight consecutive paychecks.**

Can I get a refund on my permit if I purchased it using the Pre-Tax Parking Program?

No, but you can stop the payroll deduction at any time prior to the month that you want the Pre-Tax Parking permit fee deduction to stop.

Important Note About Refunds: Federal law prohibits refunds of pre-tax qualified parking deductions. This is clearly stated on the Parking Permit Payroll Deduction Authorization Form signed by the participant. According to the federal laws and regulations, an employee who ceases to participate in the Pre-Tax Parking Program (such as in the case of termination of employment) would not be entitled to receive a refund.

If you wish to stop parking permit fee deductions, return the permit to WSU Riverpoint Parking Services (412 E. Spokane Falls Blvd, 314 South Campus Facility, Spokane, WA) complete a cancellation form and submit it to the Payroll Office, and the deduction will be stopped on the next full payroll cycle. **No payroll deduction cancellations will be processed after the 8th pay check of the academic year.**

Can I get a refund on my permit if I purchased it using the Post-Tax Parking Program?

Prorated refunds will be issued on any annual permits purchased through post-tax payroll deduction, if returned to WSU Riverpoint Parking Services (412 E. Spokane Falls Blvd, 314 South Campus Facility, Spokane, WA) before **close of business on January 31st.**

Will the amount of the Pre-Tax Parking permit fee deduction impact the amount I can contribute to my retirement plan or tax sheltered annuities?

Your retirement contributions should not be affected.

Will the Pre-Tax Parking permit fee deduction affect my Social Security benefits?

Since this program has the general effect of lowering your taxable income, Social Security benefits may be slightly reduced for certain participants.

Will the Pre-Tax Parking permit fee deduction reduce my retirement benefit?

The Pre-Tax Parking permit fee deduction should not impact your retirement benefit.