

## Electronic Signature Terms and Conditions

Faculty/Staff parking permit fees for your personal vehicle may be paid through this Salary Reduction Agreement as a pre-tax payroll deduction.

By completing this Agreement, I, hereby, authorize Illinois State University to pay costs for parking permit fees with pre-tax dollars in lieu of cash compensation payable to me. I understand that by making this election:

- Prior salary reduction agreements for parking fees are revoked and payroll deductions made under this agreement will begin for pay periods earned in September 2025 and continue through the last pay period earned in May 2026.
- The amount of the election shall be based on the applicable parking permit rates for the current year. For an explanatory deduction schedule, [click here](#). Deductions will be paid on the last pay period of every month in amounts equal to the annual parking permit fee divided by the number of pay periods remaining from September 2025 to May 2026 earning period. The payroll deduction amount will not exceed applicable limits imposed by the Internal Revenue Code.
- Permits must be paid in full by the earning period ending on May 31, 2026. Deductions in arrears will be taken when allowed by IRS regulations through the May 31, 2026, earning period. The Payroll deduction shall remain in effect until the agreement is cancelled or my employment terminates. This election will be automatically changed or cancelled, if necessary, to comply with provisions of the Internal Revenue Code.
- Permits purchased using this election are for the exclusive use of the employee for commuting to and from work and cannot be utilized by individuals other than the permit holder.
- This election may not be revoked after an earning period has begun or after the beginning of the month for which the qualified parking is to be provided. Deductions for qualified parking may not be refunded for any reason.
- In compliance with Internal Revenue Service regulations, Medicare and Social Security (FICA) taxes are not being withheld on the amount of my salary reduction under this agreement.

June 27, 2025

*By checking the box below, I have agreed to the terms of participation set forth on this Agreement and acknowledge that I consent to sign the document electronically. I also acknowledge that I have had sufficient time to review and seek explanation of the terms and conditions contained above, have carefully read them, understand them fully, and agree to be legally bound by them. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.*