



Dear ODU Faculty/Staff:

Transportation and Parking Services has implemented an on-line permit ordering process that should only take a few minutes to complete. To order your permit, visit our homepage @ [www.odu.edu/parking](http://www.odu.edu/parking) and click on the “Purchase Your Permit Here” bar in the top-center area of our website. This will lead you to a list of all the online services offered, click “Proceed”. You will be directed to our Terms of Use page where you will enter the permit ordering portal. You will need your Midas ID and password to gain access to the portal.

Upon entering the permit portal (Access Granted), you will be able to:

- 1) Select / Add vehicles
- 2) Select payment type MC, VISA and Payroll Deduction (if applicable)
- 3) Select / Add mailing address/permit shipping address
- 4) Select / Add email address

If you selected Payroll Deduction (**for those eligible**) as your payment option AND you are a new or renewing permit holding customer, Salary Reduction forms will not be required in paper form. The secondary authentication at the end of the on-line renewal process satisfies this requirement. The Salary Reduction forms are now only required when purchasing a permit with payroll deduction in person.

The deadline to purchase a permit via payroll deduction (**for those eligible**) is **Friday, September 27, 2013**. The first payroll deduction commences for both payroll deduction plans on **Wednesday, October 16, 2013**. Deductions will continue until all permit payments have been received. New parking permits **MUST** be displayed by **Tuesday, October 1, 2013**. Should you have any questions about the process, please contact us. If you leave the University before payroll deduction is complete the permit must be returned or the uncollected balance will be deducted from your final paycheck. The Research Foundation is considered Third Party and does not qualify for payroll deduction through the University.

Sincerely,

ODU Transportation and Parking Services  
(757) 683-4004  
[www.odu.edu/parking](http://www.odu.edu/parking)

Transportation and Parking Services  
4310 Elkhorn Avenue, Norfolk, VA 23529  
Phone: 757/683-4004 • Fax: 757/683-3194 • [www.odu.edu/parking](http://www.odu.edu/parking) • [parking@odu.edu](mailto:parking@odu.edu)

*Old Dominion University is an equal opportunity, affirmative action institution.*

## Faculty/Staff payment options

Status	24 payment pre-tax online	16 payments post-tax online	Credit Card on-line	Check / Cash Parking Office
Full-time, 24 pays	Yes	Yes	Yes	Yes
Hourly	No	Yes	Yes	Yes
Adjunct	No	No	Yes	Yes
Third Party	No	No	No	Yes

1. Full-time (24 pay period) faculty and staff are eligible for the 24 pre-tax plan
2. Hourly employees (Less than 24 Pay periods) are only eligible for 16 post tax plan
3. 3rd Party FS employees (i.e. Dining, Aramark, Bookstore, etc...). Payment plans available.  
- contact the Parking Office for details
4. On-line services for faculty/staff will be available starting September 3, 2013.
5. All checks must be presented in person at the front counter of Parking Services.

<b>2013-2014 Parking decal fee chart</b>				
Type	Salary range	Annual cost	24 pre-tax rate (semi-monthly)	16 post-tax rate (semi-monthly)
Group-1	\$19,999 & under	\$238.00	\$9.92	\$14.88
Group-2	\$20,000- \$39,999	\$316.00	\$13.17	\$19.75
Group-3	\$40,000 - \$59,999	\$428.00	\$17.83	\$26.75
Group-4	\$60,000 & above	\$508.00	\$21.17	\$31.75
Hourly	N/A	\$238.00	\$9.92	\$14.88
VBHEC	N/A	\$124.00	\$5.17	\$7.75
Reserved 24/7	N/A	\$1,028.00	\$42.83	\$64.25
Reserved 7am-7pm	N/A	\$896.00	\$37.33	\$56.00
* Adjunct	N/A	\$72.00	N/A	N/A
* ROTC	N/A	\$370.00	N/A	N/A
* Motorcycle	N/A	\$99.00	N/A	N/A

**\* Not eligible for payroll deduction option**

**Old Dominion University  
Salary Reduction Agreement (SRA)  
For Pre-Tax Parking Decal/Fee Program  
Code 132(f) (4) Accounts**

**INSTRUCTIONS:**

- + To participate in the Pre-Tax Parking Decal/Fee Program **read and initial each statement below.**
- + You must be a full time faculty member or classified staff member to be eligible
- + Research Foundation is considered Third Party and does not qualify for payroll deduction
- + Print your Name and University Identification Number and Sign and Date this form.

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\_\_\_\_\_ I agree to participate in pre-tax parking payroll deduction for the 2013/2014 parking permit period.

\_\_\_\_\_ I understand Old Dominion University will reduce my salary each semi monthly pay period by the fee specified for University Parking in the FS payment option permit fee chart ([www.odu.edu/parking](http://www.odu.edu/parking))

\_\_\_\_\_ I understand Old Dominion University will forward the amount of the reduction to the Office of Parking Services on a semi-monthly basis.

\_\_\_\_\_ This Pre-tax Salary Reduction Agreement will remain in effect until I complete another salary reduction agreement, a new decal period has begun, or I notify Parking Services of any changes and/or cancellation.

\_\_\_\_\_ I understand that if I leave the University before the payroll deduction is complete the permit must be returned to Transportation & Parking Services or the uncollected balance will be deducted from my final paycheck.

Annual Parking Decal amt. - Entered by Transportation & Parking Services: \_\_\_\_\_

Semi-monthly Payroll Deduction -Entered by Transportation & Parking Services: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
University Identification Number

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**Transportation & Parking Services Use Only:**

SRA Rec'd by: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Permit No. \_\_\_\_\_

**Terminate Agreement:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Ded. Amt. \_\_\_\_\_

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**Payroll Office Use Only:**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Audited by: \_\_\_\_\_ Date: \_\_\_\_\_