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Email Sent August 10 to all faculty and staff who have purchased a permit.

Monday, August 10, 2020

Dear Faculty/Staff Member:

We hope this note finds you well and having a great summer!

We are writing with good news regarding your 2020-21 UNT annual parking permit: UNT now has the option to offer parking fees as a pre-tax deduction. The availability of this option stems from the Taxpayer Certainty and Disaster Relief Act, signed into federal law late last year.

Since you have already purchased your permit for the upcoming academic year, you fall into one of the following two categories.

A. Utilizing payroll deduction: If you would like your parking permit fees deducted from each paycheck PRE TAX, i.e., before income taxes (withholding, FICA, and Medicare) are calculated, no action is required on your part. The deduction will automatically be taken pretax each month starting in October, thus, reducing your taxable income (your tax liability). Your gross pay will not change. Rather, the amount of your pay subject to tax withholdings will be reduced.

However, if you prefer to have parking permit fees taken out POST TAX, i.e., after taxes are calculated and deducted, please notify us in writing by Friday, September 4, 2020. The easiest way to let us know is by emailing us at [Transportation.Services@UNT.edu](mailto:Transportation.Services@UNT.edu) (This email is a no-reply account. So, be sure to write us in a new email string.)

B. Purchased Permit in full (via credit card or cash): If you paid for your 2020-21 annual UNT parking permit outright, no action is required.

However, if you would like to switch to monthly payroll deduction to take advantage of pre-tax deduction, please call Transportation Services at 940-565-3020. You can also utilize our online chat feature via [Transportation.UNT.edu](https://Transportation.UNT.edu). Our office hours are Monday through Friday from 8 a.m. to 5 p.m. CDT.

(Note: Going forward, the option of choosing to have the deduction taken pre or post tax will be available at the time of purchase.)

We look forward to seeing you on campus soon. Meantime, enjoy the rest of your summer. Thank you.

*Transportation Services*

