

Dear Faculty and Staff,

You can purchase your 2023-24 parking permit on-line beginning **Tuesday, August 1, 2023.**

Instructions

- Go to <http://parking.udayton.edu>.
- Everyone is required to apply on-line.
- Employees classified only as Adjunct Faculty will be assigned voucher at checkout.
- Click "Get Permits". Click "Affiliated Login" and input your University of Dayton username and password. Enter passcode for "two-factor authentication" and Click "next". Continue through the process until you reach the payment receipt page.
- All citations must be paid.
- A customer service representative will be available from 8:00 am to 4:30 pm weekdays to assist anyone with purchasing their permit. Please call 937-229-2128 for assistance.
- New 23/24 permits must be **displayed** on your vehicle by Wednesday, **August 16.**

Permit Fees

The salary structure for the August-to-August Academic year is as follows:

- Less than \$34,999: \$265
- \$35,000 - \$74,999: \$280
- \$75,000 - \$99,999: \$310
- \$100,000 and above: \$340
- Parking only after 4:00 pm \$240

Payment Options

Payroll Deduction

- Your fee will automatically be deducted on a "pre-tax" basis if you pay by Payroll Deduction.
- The deadline for the **payroll deduction** option is Thursday, **August 24.**
- Payroll deduction will start the first pay period in September and end the first pay period in December (7 deductions).

Credit Card:

- We will accept Discover, MasterCard, Visa, or American Express.
- To have your permit fee deducted on a "pre-tax" basis, you must obtain a Pre-Tax Application Form from Payroll. Go to https://udayton.edu/finadmin/divisions/fss/controller/_resources/docs/parking-pre_tax-form.pdf Complete and submit the form to Payroll, St. Mary's Hall, Room 303, and Zip 1643. The original parking fee receipt must be attached to the form.

Additional Information

- Visit our Web Site at <http://www.udayton.edu/publicsafety/parking/>.
- Contact Parking Services at 937-229-2128.
- E-mail us at parking@udayton.edu.

Thank you,
Parking Services