



**HASTINGS GARAGE PARKING DEDUCTIONS**

1. PERSONAL INFORMATION	
Name (Last, First MI)	EE Number
Campus	Department
UC Hastings College of the Law	Email
EFFECTIVE DATE	
I want this action requested on this form to be effective with pay period ending _____, subject to established payroll deadlines.	
2. ENROLLMENT/CHANGE/CANCELLATION	
<b>Enrollment</b>	<b>PARKING</b>
Establish transportation pre-tax deduction	Monthly Amount \$ _____ _____ (Specify Parking facility)
<b>Change</b>	<b>PARKING</b>
Establish transportation pre-tax deduction	Monthly Amount \$ _____ _____ (Specify Parking facility)
<b>Cancellation</b>	Cancel parking deduction
<b>SIGNATURE:</b>	<b>DATE:</b>

**PRIVACY NOTIFICATIONS**

**State**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principle purpose for requesting the information on this form is for payment of earnings and for miscellaneous payroll and personnel matters such as, but not limited to, withholding taxes, benefits administration, and changes in title and pay status. University policy and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration and will be transmitted to the federal and state governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on this form are Office of the President and campus Academic and Staff Personnel Managers or campus Accounting Officers.

**Federal**

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. Disclosure of the Social Security number is required pursuant to sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and with Regulation 4, Section 404.1256, Code of Federal Regulations under Section 218, Title II of the Social Security Act, as amended. The Social Security number is used to verify your identity. The principal uses of the number shall be to report (1) state and federal income taxes withheld, (2) Social Security contributions, (3) state unemployment and Workers' Compensation earnings, and (4) earnings and contributions to participating retirement systems.

**FOR ACCOUNTING/PAYROLL USE ONLY:**

Tran Code (1-2)	Entry Date (13-18)	Element No. (24-30)	Amount (24-30)	Tran Code (1-2)	Entry Date (13-18)	Element No. (19-23)	Amount (24-30)