

University of Michigan
 Vanpool Participation Deduction Authorization Form

Please use this form to authorize or cancel deductions for participation in the U of M vanpool program. Print all information on the form. Return the completed and signed form to Parking and Transportation Services. Fax form to 763-1470.

1. Faculty or Staff Member Information

Name (Last, First, Middle Initial)	UMID
Email Address	Daytime Phone Number

2. Vanpool Information

Driver's Name	Vanpool #
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3. Select one of the following options:

Authorize deduction
 I acknowledge that this deduction is for my participation in the vanpool program at the U of M. My participation in this program is completely voluntary.

Cancel deduction
 I wish to cancel my existing deduction and participation in the vanpool program at the U of M. My last day in the vanpool will be: _____/_____/_____
mm dd yyyy

Cancel deduction
 I will become the Primary driver of the vanpool on _____/_____/_____

4. Authorization for deduction

I authorize the vanpool monthly fee to be paid by pre-tax payroll deduction, once each month from payment of my wages. I understand and agree that should my payroll deductions be interrupted during any month, the monthly deduction may be altered to ensure collection of the entire remaining balance due within the payroll deduction schedule. I understand that deductions will continue each month, until my employment with the University is terminated or I supply written notification to Parking and Transportation Services. I understand and agree that I am required to give 30 days written notice and I am financially responsible for the vanpool monthly fee until the end of those 30 days.

 Signature of Faculty or Staff Member Date Signed

5. Authorization for cancellation

I wish to cancel the monthly payroll deduction and my participation in the vanpool program. I understand that I am required to give 30 days notice to Parking and Transportation of my intent to leave the program. I understand that I am financially responsible for the vanpool monthly fee until the end of those 30 days.

 Signature of Faculty or Staff Member Date Signed