



**UNIVERSITY OF CALIFORNIA
PRETAX TRANSPORTATION DEDUCTIONS
ENROLLMENT OR CANCELLATION**

UPAY 884 (8/98)

This form is to be used only for opting out of or re-enrolling in pretax parking, vanpool, or transit pass deductions. You must be enrolled in a University parking, vanpool, or transit pass program as approved by your Parking Office. Any questions about transportation rates, impact on benefits, or processing deadlines, should be directed to your local Parking Office, Benefits Office, or Departmental Assistant as appropriate.

1. PERSONAL INFORMATION			PLEASE TYPE OR PRINT CLEARLY.		
Name (Last, First, Middle Initial)		Social Security Number		Employee ID Number (4-12)	
Campus		Department			
Campus Address (Room, Building)				Campus Telephone ()	
I want the action requested on this form to be effective with my paycheck dated _____, subject to local Accounting Office deadlines. (MM/DD/YY)					

2. ENROLLMENT/CANCELLATION				(CHECK APPROPRIATE BOX)					
<input type="checkbox"/> Cancel my pretax participation. I wish to pay all applicable taxes on my current deduction.				PARKING		VANPOOL		TRANSIT PASS	
<input type="checkbox"/> I wish to have my transportation deduction taken on a pretax basis.				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

3. SIGNATURE				
Signature		Date	Accounting / Parking Office Approval	Date

FILL OUT ALL PERTINENT INFORMATION AND SEND THIS FORM TO YOUR PAYROLL OR PARKING OFFICE

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 principal 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 state 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 / PARKING USE ONLY:							
Tran Code (1-2) X1	Entry Date (13-18)	Element No. (19-23)	Amount (24-30)	Tran Code (1-2) X1	Entry Date (13-18)	Element No. (19-23)	Amount (24-30)

RETN: Accounting: 5 years after separation except retain in cases involving disability, retirement or disciplinary action until age 70.
Other copies: 0-5 years after separation.