

**OPB****Office of Parking and Badging**
Division of Capitol Square Services

dgs.virginia.gov

Agreement for Pre-Tax Parking Fee Program Form

Instructions:

- For DGS employees to begin or terminate participation in the DGS Pre-Tax Parking Fee
- Program check the appropriate box below.
- Print your name and employee number.
- Fill in the effective dates.
- Sign and date the form.
- Return to the DGS Parking Services Section.

EMPLOYEE INFORMATION		
First Name:	MI:	Last Name:
Employee/Payroll ID Number:		
☐ I wish to participate in the DGS Pre-Tax Parking Fee Program.		
☐ I wish to participate in the DGS Post-Tax Parking Fee Program.		
☐ I no longer wish to participate in the DGS Pre-Tax Parking Fee Program.		
Date Submitting Form:		Effective Form:
Forms that are submitted between: Will be reflected beginning with your paycheck dated: 1st – 15th of a month → the 1st of the following month 16th – 31st of a month → the 16th of the following month		

I understand that as of the date above, my semi-monthly taxable income will be reduced by half the current monthly parking rate. I also understand that the amount will change if there is a change in the DGS published parking fee rate.

This agreement is legally binding and may not be terminated until I complete another Agreement for Pre-Tax Parking Fee Program Form or my employment is terminated.

Employee Signature:	Date:
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US Code § 132(f)