

**ALLRIGHT PARKING
ENROLLMENT/RE-ENROLLMENT FORM**

Ramsey County has entered into a special agreement with Allright Parking to provide reduced rate parking for Ramsey County employees at the parking lot located at 390 East Kellogg Boulevard (beneath the Lafayette Bridge) at the discounted rate of \$40.00 a month . (Note: The 21A bus, which stops in this parking lot, is available to ride in the downtown zone for 50¢ one-way.)

Please use this form to authorize an Allright Parking Program deduction from your paycheck. Simply complete the form and submit it to your department payroll clerk at least 35 days prior to the desired month of activation. Parking hang tags will be mailed to participants each month from Allright Parking.

ENROLLMENT

As an employee, it is my understanding that payment for the Allright Parking Program will be made through payroll deduction on a monthly basis. The cost of the Allright Parking Program will be deducted on the first paycheck of each month. (Please refer to the attached policy and program information.) I understand that if I do not have a paycheck or have insufficient funds, it is my responsibility to send a personal check (made out to Ramsey County) to Budgeting & Accounting by the first payday of the month.

I understand that if I wish to cancel or change my participation in the Allright Parking Program, I must complete a Program Cancellation / Change form and submit it to my department payroll clerk. They will forward it to Central Payroll, Room 522 RCGC-West, 50 W. Kellogg Blvd. It must be received no later than 35 days prior to desired month of cancellation.

I authorize Ramsey County to provide my mailing information to Allright Parking.

NAME: _____ (Please Print)	Employee ID #: _____
SIGNATURE: _____	DATE: _____
DEPT. NAME: _____ (Location/Department)	WORK PHONE #: _____
Please enroll/re-enroll me in the: <input type="checkbox"/> \$40.00 Allright Parking Program	

Date Received: _____
