

## PARKING & SHUTTLE PROGRAM ENROLLMENT/RE-ENROLLMENT FORM

Ramsey County offers another great benefit to employees with the Parking & Shuttle Program to offer a discounted parking rate and shuttle service. Ramsey County has entered into a special agreement with Allright Parking to provide this special Parking & Shuttle Program.

Employees will be able to park at the Allright Parking Lot at 390 East Kellogg Blvd (beneath the Lafayette Bridge) and take daily shuttles for the discounted rate of \$35.00 a month (regular price \$62). Employees not interested in the shuttle option may choose to pay \$25.00 a month (regular price \$40) for parking only. (Rates are subject to change.)

Shuttle service is provided through Metro Transit's route 21A from Allright Parking through downtown Saint Paul. Each shuttle pass is a \$22 stored value card which you can purchase for \$10. It is good for 44 one way downtown zone trips during rush hour. The \$10 shuttle passes are only available for participants in this parking & shuttle program.

Please use this form to authorize a Parking & Shuttle 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. Shuttle passes can be picked up from your department payroll clerk.

### ENROLLMENT

As an employee, it is my understanding that payment for the Parking & Shuttle Program will be made through payroll deduction on a monthly basis. The cost of the Parking & Shuttle 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 Parking & Shuttle Program, I must complete a Program Cancellation / Change form and submit it to my department payroll clerk. They will forward it to the Budgeting & Accounting Office, Room 270 County Courthouse, 15 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.

<b>NAME:</b> _____ (Please Print)	<b>Employee ID #:</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____
<b>DEPT. NAME:</b> _____ (Location/Department)	<b>WORK PHONE #:</b> _____
<b>Please enroll/re-enroll me in:</b>	<input type="checkbox"/> \$25.00 Parking Program
	<input type="checkbox"/> \$10 Shuttle Pass
<small>*Parking &amp; Shuttle Program Enrollment Form must be received by payroll 35 days prior to the month of enrollment</small>	

**Date Received:** \_\_\_\_\_

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