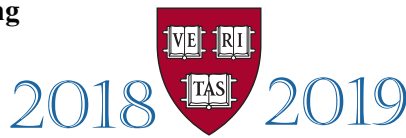


Harvard Campus Service Center - Parking

1350 Massachusetts Avenue 8th Floor
Cambridge, MA 02138
Phone (617) 496-7827
Email: parking@harvard.edu



Parking Application
2018/2019 Academic Year

Please Fill Out Application Completely

1. Check One:

Renewal

New Applicant

2. Check One:

Faculty / Staff

Student

Other Affiliation _____

3.

Last Name _____		First Name _____		HUID _____	
Home Address _____			City _____	State _____	Zip _____
Campus Address _____			City _____	State _____	Zip _____
Department or School Affiliation _____			Vendor / Contractor Company Name (if applicable) _____		
Email Address _____		Home Phone _____		Work Phone _____	
The best number to reach me when I'm parked on campus is:		Home Phone Work Phone Cell Phone _____		Cell Phone _____ Other _____	

4. Vehicle Information Please provide all active vehicles in order to maintain proper access

State _____	Plate # _____	Make _____	Model _____	Color _____
State _____	Plate # _____	Make _____	Model _____	Color _____
State _____	Plate # _____	Make _____	Model _____	Color _____

For Office use:

Access Control

Access Control

Access Control

5.

Current Parking Facility Location (if applicable) _____

If you do not currently have parking, and would like to be considered for parking immediately, please check this box:

3 Day permit holders please check your valid days M T W TH F

Preferred Location 1. _____ 2. _____ 3. _____

6. Payment Method

Harvard Payroll Deductions

Student Term bill

(One-time charge; must have valid ID)

Cash

Check

Credit Card

(Please do not record credit card information on application.

Parking Services will request information once applications is processed.)

Smithsonian / SAO
Payroll Deductions

Department Invoice

7. Please read carefully before signing parking application

The University is not responsible for any damage or loss of any vehicle or its contents by reason of fire, theft, vandalism, or any other cause. I agree, to release and forever discharge President and Fellows of Harvard College and its officers, employees and governing boards from any legal liability in the event of injury, property damage, or loss, and I waive any claim I may have, now or later, in respect of injury, property damage, or loss arising out of or relating to parking at the University. I agree to observe all rules and regulations for University parking as from time to time are in force (including all rules regarding fines, fees, and appeal procedures) published at <http://www.transportation.harvard.edu/parking>. I understand when canceling parking, that IRS regulations on pretax payroll deductions prohibit a refund unless I am terminating employment.

Please note: Employees whose parking fees are payroll deducted are subject to IRS pre-tax regulations that generally prohibit refunds. We strongly encourage employees to give at least two weeks notice before cancelling parking privileges. I understand that all amounts not paid when due may be charged to my student term bill (for students). I understand that this is only an application. No parking privileges are granted or implied unless and until this application is formally accepted by Harvard University Parking Services and a parking permit is issued to the applicant. **I understand that the University reserves the right to relocate or cancel my parking privileges with or without cause at any time.**

Signature _____

Date _____

Office Use Only

Permit #	Location/Type	Access ID	Sent Via	Coord.	T2 Acct #
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