



Parking and Transportation

**EMPLOYEE PARKING APPLICATION**

Customer Number (VCU 9-digit V#; VCUHS 6-digit Employee Number) \_\_\_\_\_

Proxy Card Number (5 to 6-digit number on the back bottom right of your VCUCard or VCUHS ID Card) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

Suite/Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

What is your primary campus \_\_\_\_\_ MPC \_\_\_\_\_ MCV \_\_\_\_\_

What are your primary hours of work \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Vehicle 1: (List additional vehicles on the back, you may list up to 4)

License Plate (do not input dashes) \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

Style: \_\_\_\_\_ 4-door \_\_\_\_\_ 2-door \_\_\_\_\_ Hatchback \_\_\_\_\_ Station Wagon \_\_\_\_\_ SUV \_\_\_\_\_ Truck \_\_\_\_\_ Van \_\_\_\_\_

**OFFICE USE ONLY**

Method of Payment:

\_\_\_\_\_ Payroll Deduction  
 Payroll Type: \_\_\_\_\_ VCU Classified \_\_\_\_\_ VCU Faculty, # of pay periods per annum \_\_\_\_\_  
 \_\_\_\_\_ VCUHS Classified \_\_\_\_\_ VCUHS Faculty, # of pay periods per annum \_\_\_\_\_  
 Effective Date: \_\_\_\_\_ Deduction Per Pay Period: \_\_\_\_\_

\_\_\_\_\_ Prepayment  
 Classification: \_\_\_\_\_ VCU Hourly Staff (Prepay) \_\_\_\_\_ VCUHS Hourly Staff (Prepay)  
 \_\_\_\_\_ VCU Adjunct Faculty (Prepay) \_\_\_\_\_ Contract Employee (Prepay)

\_\_\_\_\_ Third Party  
 Classification: \_\_\_\_\_ Emeritus \_\_\_\_\_ Retired Faculty

\_\_\_\_\_ Other, please specify \_\_\_\_\_

VEHICLE INFORMATION: (A maximum of 4 vehicles may be listed)

Vehicle 2:

License Plate (do not input dashes) \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

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Style    \_\_\_\_\_ 4-door    \_\_\_\_\_ 2-door    \_\_\_\_\_ Hatchback    \_\_\_\_\_ Station Wagon  
          \_\_\_\_\_ SUV    \_\_\_\_\_ Truck    \_\_\_\_\_ Van

Vehicle 3:

License Plate (do not input dashes) \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

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Style    \_\_\_\_\_ 4-door    \_\_\_\_\_ 2-door    \_\_\_\_\_ Hatchback    \_\_\_\_\_ Station Wagon  
          \_\_\_\_\_ SUV    \_\_\_\_\_ Truck    \_\_\_\_\_ Van

Vehicle 4:

License Plate (do not input dashes) \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

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Style    \_\_\_\_\_ 4-door    \_\_\_\_\_ 2-door    \_\_\_\_\_ Hatchback    \_\_\_\_\_ Station Wagon  
          \_\_\_\_\_ SUV    \_\_\_\_\_ Truck    \_\_\_\_\_ Van

**Changes to your vehicles may be made on the VCU Parking & Transportation website at  
[www.parking.vcu.edu](http://www.parking.vcu.edu) by clicking on “Manage My Account”.**