

**EMPLOYEE PARKING PERMIT  
INSTRUCTIONS AND MAIL-IN APPLICATION**

Bayramian Hall Lobby  
Phone: (818) 677-8000 Option 3  
Fax: (818) 677-4911  
Mail Code: 8214

1. Newly hired employees **must** purchase a parking permit on a “walk-in” basis at University Cash Services. Please go to the [University Cash Services](#) web site to review the hours of operation.
  - University Cash Services accepts cash, check, money order or ATM/debit cards. **Credit cards are not accepted.**
  - Eligible employees may enroll in a monthly payroll deduction after purchasing the first month at University Cash Services. You must be a full-time permanent employee and receive 12 paychecks a year. (To cancel your payroll deduction, please return the original parking permit to University Cash Services (UCS). UCS will then notify Sacramento to remove the monthly deduction amount from your pay warrant.)
2. Employees must present **BOTH** an employee photo ID (*with a valid ID number*) **AND** the semester sticker issued by their department or Human Resources. Without this information, parking permits will **not** be issued.
  - Employees can purchase parking via mail by completing the **Parking Permit Application** below. If sufficient lead time is provided, this method will prevent waiting in lines at the start of the semester and the convenience of having the permit prior to the semester starting. (*Summer semester only Parking Permits cannot be purchased via mail*).
  - **PARKING PERMITS WILL BE MAILED TWO WEEKS BEFORE THE SEMESTER STARTS.**
3. Applications must be received at least **two weeks prior to start of the semester** to allow sufficient processing. Applications received without sufficient lead time are **NOT** guaranteed delivery of the parking permit by the semester start date.
4. Please refer to the bargaining unit listed on the **Parking Permit Application** below to determine the permit cost, per bargaining unit. **The amounts are subject to change based on the current collective bargaining agreement. DO NOT** copy or re-use this application for subsequent semesters. Sending the incorrect amount can delay processing.
5. Return the **Parking Permit Application** with all fields completed, along with a check or money order made payable to CSUN. Upon verification of employment and bargaining unit, a parking permit will be mailed, along with a receipt.
6. **Parking Permit Applications must be mailed to:**

University Cash Services  
18111 Nordhoff Street, Northridge, CA 91330-8214  
Attn: Parking Permit

**(Note: Do not discard your old permit until it expires; do not use your new permit until the permit start date.)**

**PARKING PERMIT APPLICATION  
(EMPLOYEES)**

Bayramian Hall Lobby  
Phone: (818) 677-8000 Option 3  
Fax: (818) 677-4911  
Mail Code: 8214

Name: \_\_\_\_\_ CSUN ID: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Department Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Mail Code: \_\_\_\_\_

**PERMIT TYPE (Please check one):**

<b>Bargaining Units 2, 5, 7 &amp; 9:</b>	Per semester: \$ 67.79	<i>Fall or Spring</i>
	Annual: \$ 180.72	<i>Fall, Spring &amp; Summer</i>

<b>Bargaining Unit 3:</b>	Per semester: \$ 69.29	<i>Fall or Spring</i>
	Annual: \$ 184.68	<i>Fall, Spring &amp; Summer</i>

<b>Bargaining Units 1, 4, 6, 8, 11, E99, C99 &amp; M80:</b>	Per semester: \$ 180.00	<i>Fall or Spring</i>
	Annual: \$ 480.00	<i>Fall, Spring &amp; Summer</i>

**\*NOTE: Summer semester parking permits cannot be purchased via mail.**

**Adjunct** – No Charge

**FERPS** - No Charge

**Emeritus** – No Charge

*(Permits have an extended expiration date and are renewed and mailed automatically)*

**SELECT ONE OPTION:**

Send to Department

Mail to Home

*(Include self-addressed, stamped envelope)*

**OMISSION OF ANY INFORMATION WILL PREVENT YOUR TRANSACTION FROM BEING PROCESSED.**