

2009-2010
WSU Parking Permit Application Process for

Employees

To apply for a parking permit by the first application deadline, complete a WSU Permit Application form and return it, with payment, by **May 15, 2009**. WSU employees can take advantage of a pre-tax option by paying for their permit through payroll deduction. **If you sign up for the payroll deduction option, you must provide your SEMA 4 ID number on the application. Applications submitted without a SEMA 4 ID number will be returned.**

Applications and campus maps are available through our website. We are encouraging all applicants to fill out the application by typing directly in the form that is on our website. However, once the application is filled out, you will need to print the form and mail it to or drop it off at the address below.

The section on the permit application form titled "Permit" will provide permit types and costs. As a commuter, you are eligible to apply for a gold, purple, cycle, or handicap permit. Because some permit types go to a draw (applications exceed availability) it is to your benefit to mark both a first and second choice on your application. If you currently have a **gold permit and wish to renew it**, your application must be postmarked or turned in on or before **May 15, 2009**.

Applications received from April 15 through May 15 will be considered in the first application process. The second process is held from May 15 through July 1. Permits awarded between April 15 and July 1 will be mailed in mid-August to the permanent address listed on the application. Starting July 2, permits will be issued on a first-come, first-serve basis. Waiting lists will be started once permits are sold out.

WSU Parking Services

P.O. Box 5838 Winona, MN 55987
(507) 457-5062

Currently located at the window near Somsen 114
Moving to Maxwell 233 mid-May

Office hours: Monday – Friday, 8am to 4pm
parking@winona.edu www.winona.edu/parking