



**TO: Minnesota West Employees**

**RE: Payroll Access/Parking Deduction**

Minnesota West employees may have their access/parking fee deducted automatically from their payroll check. For all, except adjunct and term to term faculty, the annual amount is deducted the first paycheck in October. Adjunct and term to term faculty will be deducted the first paycheck in October and the first paycheck in February as applicable. Adjunct and term to term faculty will be given an option to use payroll deduction each semester as appropriate.

Please fill out the authorization form below and return it to Heather Kockelman at the Canby Campus.

If you have any regarding the access/parking fee or the form, please call Heather Kockelman at 507-223-1323, or email [Heather.Kockelman@mnwest.edu](mailto:Heather.Kockelman@mnwest.edu)

**MINNESOTA WEST  
ACCESS/PARKING PAYROLL DEDUCTION**

NAME \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\* This form only needs to be completed once. It will remain in effect unless employment status changes or is withdrawn by the employee. \*\***