

City of Springfield employees are responsible for making their own parking arrangements when no free parking is available at their work location. Parking in the following locations can be processed by the City as a pre-tax payroll deduction; I91 North & South Garages, Civic Center Garage and Columbus Garage. Contact Springfield Parking Authority (SPA) at 787-6118 to make arrangements. Forms can be obtained by contacting SPA or City Hall Benefits Department located in room 018 (or download the attached forms: Monthly Parking Agreement form to SPA, Pre-tax Parking Program Application to Sabin Fallon, Benefits Department, City Hall)

Please note: authorization for payroll deduction must be given prior to the first day of the month parking begins in order for the City of begin payment. Contact Sabin Fallon at 787-6058 for payroll deduction authorization information. General questions, please contact the benefits department at 787-6055.



Easy in, Easy out, 413.787.6118 www.parkspa.com

Date: _

Name of Parker:

Billing Address: City State ZIP:

Work Phone:

PLATE

COLOR

PLATE

COLOR

I UNDERSTAND THAT:

Completed By:

Comments:

Name of Company:

Springfield Parking Authority (SPA) 150 Bridge Street

MONTHLY PARKING AGREEMENT

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Attention and Arman	Springfield, MA 01103-1417		Key Card #	
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PRETAX PARKING PROGRAM APPLICATION

Employee name:	
Department:	Work Phone:
Employee ID (or social security 1	number);
Parking Garage:	
Monthly Cost:	Beginning Month:
	ucted from my pay, on a pretax basis. I understand that the amount rking Authority as payment for my parking fee.
Employee Signature	Date

- Return this form to the benefits office (room 018) in City Hall prior to the first day of the beginning month (employee is responsible for any partial month payment prior to the beginning month as well as any key card fee assessed).
- Form can be faxed to 787-6010 Attn: Sabin Fallon