Definition:
Maryland Health and Higher Education Facilities Authority - MHHEFA owns the parking facilities located on the Johns Hopkins East Baltimore Medical Campus. Broadway Services, Inc. operates the facilities under contract with MHHEFA.

Parking Payment Options refer to the different methods of payment available for monthly parking permits. Current methods include:

- Pre-Tax Payroll Deduction (JHH, JHHS and JHU employees only)
- Monthly and Monthly Temp Invoices
- Annual Invoices

Accounts that fall 60 days late will have parking privileges suspended until the account is current. Two suspensions for late payment within a twelve-month period will result in denial of this service.

Purpose:
To provide a choice for payment of parking permits.

Procedure:
All potential monthly permit holders must sign up for on-campus or satellite parking in the ID/Parking Office located in Harvey 108 in The Johns Hopkins Hospital. During the sign up process, the payment options listed above will be presented to the customer by the parking coordinator. The first month's fee will be collected at the time of signup for all methods excluding Annual Invoices.

Pre-Tax Payroll Deduction - To sign up for payroll deduction we require the completion of the Payroll Deduction Form. This method provides the highest level of savings. Fifty percent of the monthly parking fee will be deducted each pay period (Note: JHH and JHHS employees are paid biweekly, resulting in two pay periods per year in which there will be no deduction taken). These funds are deducted to IRS tax calculations, reducing tax liability, and reducing out of pocket expense for parking. Permit holders alone are responsible for arranging the deduction and all monthly fees incurred from the time of start up.

Monthly and Monthly Temporary Invoices - To sign up for monthly invoices requires the completion of the Monthly Invoice form. Monthly Temp refers to individuals who are assigned to the Johns Hopkins East Baltimore Medical Campus for a temporary assignment. Parking permits for temporary employees will expire at
Annual Invoices - Sign up for Annual Invoicing is limited to the months of June, July and August. Annual permits are good for the period between July 1 through June 30. Invoices paid within 30 days of receipt have a 5% discount applied to the annual fee. There are no refunds on annual permits cancelled during the year.

**Authorized Individuals:** All JHM Faculty, Staff, Students and Authorized Contractors and Vendors assigned to the Johns Hopkins East Baltimore Medical Campus

**Excluded from the Policy:** Patients, Visitors, Contractors and Vendors.