

## Employee Parking Discount Information

### Employee Verification:

- **Employers** must mail or email payroll tax reports to the Parking Office that lists their employees and the number of hours worked (marking out all sensitive information such as social security numbers and rate of pay).
- **Employee** must email copy of their paystub to the Parking Office that shows their name, employer's name, number of hours worked and time period worked (marking out all sensitive information such as social security numbers and rate of pay); paystub must be dated within 16 days of submittal.

### Discount Process:

- Employees in the Entertainment District may be eligible for a discounted parking rate if they are employed by merchants that do not have private parking lots for their employees.
- Qualified employees may receive a 90% discount for specific on-street pay parking spaces in the Entertainment District, excluding certain streets (see map).
- Employees that normally work 35 hours or more per week (full-time) will receive up to 22 coupons; this number may be reduced based on demand.
- Employees that normally work less than 35 hour per week (part-time) will receive up to 11 coupons per month; this number may be reduced based on demand.
- Parking Office will issue coupon codes via email to employee.
- Unused coupons codes will expire at the end of each month.
- If an employee chooses to park on the prime spaces not designated for discounted parking, then their credit card on file will be charged the full parking rate.

### Renewal Process:

- Employers must mail or email payroll tax reports to the Parking Office on a **quarterly** basis.
- Employees must email a copy of their paystub to the Parking Office **monthly** within 16 days or less prior to the end of the month to receive coupon codes for the following month.

### Penalty for Misuse:

Employee parking discounts may not be loaned, transferred, sold or used except during their regular work hours for their employer located in the Entertainment District. Any employee who attempts to or does loan, transfer, sell or give an employee parking discount code to another person or entity, or who facilitates the use of the discount obtained for any other purpose shall, in addition to the general penalty provisions set forth in §72.99 of the Fayetteville Code of Ordinances, immediately forfeit all discounts issued to the employee and the right to apply for any future discounts for three (3) years.

### Contact Information:

For more information regarding the enrollment process, contact the Parking Management Division.

Phone: 479-575-8280

Fax: 479-575-8250

Email: [parking@ci.fayetteville.ar.us](mailto:parking@ci.fayetteville.ar.us)