M E M O R A N D U M

To: Faculty and Staff of Vanderbilt University

From: VUPS Parking Services

Date: July 14, 2017

Subject: 2017-2018 VEHICLE REGISTRATON AND RENEWAL

We are pleased to announce that online vehicle registration will be open to Vanderbilt University faculty and staff, including those in the School of Nursing, beginning Monday, August 7, 2017. Please remember to register your vehicle before the current permits expire on August 31, 2017.

**Email Notification:** All University faculty and staff with valid Vanderbilt email addresses should receive notification from myVU announcing the opening of registration on Monday, August 7. If you are an existing parking customer and provided your email address while registering in 2016, you will also receive a direct email from our list serve on Monday, August 7.

**Online Registration**: Customers should log in using their VU Net ID and password. You should verify all the pre-filled information and make changes as necessary. If the fields are not pre-filled, you will need to complete the missing data.

**What you will need:**

* You will need access to the internet. The myVU announcement will provide a direct link which will take you to the registration website of VUPD Parking Services. That link is: <https://vanderbiltparking.t2hosted.com/cmn/index.aspx>
* You will be asked to enter your VUNET ID and password.
* Please have available the license plate number, state where registered, make, model, year and color of the vehicle(s) to be registered before you log in.

**Permit Rates:** Permit prices for 2017-2018 are based on your salary band (see chart below). University Central faculty and staff are encouraged to use payroll deduction as a pre-tax alternative to using a credit or debit card.

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| **Salary Band** | **Salary range** | **Monthly Permit Cost** |
| Band 1 | < $49,999 | $41.00 |
| Band 2 | $50,000 - $99,999 | $52.00 |
| Band 3 | $100,000 - - $149,999 | $72.00 |
| Band 4 | $150,000 - $199,999 | $93.00 |

**Permit Delivery**: Your parking permit will be delivered to the address used during registration. If you prefer to have your permit delivered on campus, please use your campus address. Helpful instructions, information and a parking map can be found at <https://www.vanderbilt.edu/traffic_parking/>

*Please affix your permit to your registered vehicle when it arrives. There is no reason to wait until September 1 as permits are valid immediately at no extra charge.*

**Alternative Transportation:** Vanderbilt University offers a wide variety of transportation options. Faculty and staff can take advantage of MTA ride to work program, Vanpools, Express buses, Music City Star discounts, Zipcar, Enterprise CarShare and much more. For more information visit: <http://www.vanderbilt.edu/traffic_parking/alternative-transportation.php>

**Assistance:**  For additional assistance, contact VUPS Parking Services at (615) 322-2554.

Thank you.

Tracy Owens, Assistant Director

VUPS Parking Services

**NOTE:**

**Faculty and Staff who have reserved spaces in Wesley or Terrace Place Garages have been advised on renewing their permits separate from this mailing. If you have not received notification from Parking Services before receiving this memo, please contact us immediately at 322-2554.**

***Reserved parking rates for FY 2017-2018 in Wesley and Terrace Place have been set at $206.00 per month.***