

## **Virtual Permits - New for the Fall 2011**

The University will be converting to "Virtual" parking permits. As such you will no longer receive a physical permit that must be displayed on your vehicle. Your license plate will be utilized to verify that you have purchased a permit and are parked in the appropriate area for your permit type. Be sure to register your vehicle(s) license plates. Access to your parking account to update your vehicle information can be found through the following link <https://t2ebusiness.towson.edu/t2/cmn/index.aspx>.

In addition to your receipt, as additional confirmation of your permit purchase, you will be sent an e-mail with your permit number and information related to your permit type. You may also go on-line to your parking account to view your parking information, including permit and vehicle information. Please note that your fall 2011 permit will not be valid for use until Monday, August 15, 2011.

### **Faculty/Staff Sales:**

For Faculty/Staff, payroll deduction auto-renewal for permit purchases will remain the same, beginning July 5, 2011. If you do not wish to continue to take part in payroll deduction for the upcoming academic year, please complete a Payroll Deduction Cancellation Form and submit it prior to July 1, 2011. This form can be obtained through the Auxiliary Services Business Office which is located on level one of the University Union.

Individuals who are not part of the auto-renewal process may also purchase their permits online beginning July 5, 2011. If you choose to pay through C.O.D., you must pay for your permit by the first day of classes or within 5 business days of your permit purchase, whichever is later. Failure to do so will result in your permit being returned to inventory.

### **University Vehicle, Vendor, Visitor Sales:**

Permit sales for University Vehicle, Vendor, and Visitor permits will begin on July 5<sup>th</sup>, 2011. All three of these permit groups will still receive a physical hangtag. If you choose to pay through C.O.D., you must pay for your permit by the first day of classes or within 5 business days of your permit purchase, whichever is later. Failure to do so will result in your permit being returned to inventory.

For more information about early permit sales and virtual permits please visit our website at <http://www.towson.edu/parking>.