



Cornell University

**Commuter & Parking Services**  
116 Maple Avenue  
Ithaca, New York 14850-4902  
Tel: 607.255.4600 • Fax: 607.255.0257  
[www.commuting.cornell.edu](http://www.commuting.cornell.edu)  
[transportation@cornell.edu](mailto:transportation@cornell.edu)

## New Employee Form

Please complete applicable sections. You may be asked to supply verification of employment.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

CUID# \_\_\_\_\_ Net ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

University Status:     faculty member     staff member     student     other (please complete "Affiliate" section below)

This is a:     regular appointment    start date \_\_\_\_\_

temporary appointment    start date \_\_\_\_\_ end date \_\_\_\_\_

casual appointment    start date \_\_\_\_\_ end date \_\_\_\_\_

Campus Address \_\_\_\_\_ Campus Phone \_\_\_\_\_

Job Title \_\_\_\_\_

### Construction, Vendor, and Affiliates: Complete this section

Organization/Business \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Campus Work Location \_\_\_\_\_ Estimated Work Completion Date \_\_\_\_\_

*Please complete the Transportation Options and Vehicle Registration form on page 2.  
Contact Commuter and Parking Services if you need additional information regarding your commuting options.*

# Transportation Options and Vehicle Registration

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

CUID# \_\_\_\_\_

## Transportation Option Selection

Monday–Friday TCAT with CU ID

*valid in TCAT Zone 1: City of Ithaca and Cornell campus*

Carpool

Commuter Program\* \_\_\_\_\_

*\*must meet eligibility requirements. Visit [www.commuting.cornell.edu](http://www.commuting.cornell.edu) for more information.*

Parking Permit\* \_\_\_\_\_

**Motorized-Vehicle Registration:** Complete this section to register your vehicles. Copy information from the vehicle registration card.

State	License Plate Number	Year	Make	Body Style	Color	Registered Owner
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

### Parking Permit and Transit Pass Contract

As a member of the Cornell University community, I agree to pay the current published price for the parking permit or transit pass offered to me by the Transportation Office. I understand that fee changes will occur periodically and should I elect to pay for my permit/pass by payroll deduction, my authorization shall include such increases and shall remain in effect unless revoked; my permit/pass will be automatically renewed at the then current fee. I may return the parking permit or transit pass to the Transportation Office, and my prepaid fees will be refunded based on the current Transportation Office refund policy. Should I need to replace my parking permit or transit pass due to loss, a processing fee will apply.

### Parking Permits:

I understand that: parking restrictions may be temporarily suspended or changed during holidays, special events, or emergencies; the purchase of a parking permit does not entitle me to a reserved space, but the opportunity to park in the areas where my permit is valid; it is my responsibility to notify the Transportation Office when I change vehicles or license plates. No refunds will be given after March 31.

### Out-of-County OmniRide transit pass

If I have paid cash for my out-of-county pass, I am entitled to a refund based on the following: if the pass is returned by the 15th of the month, I will receive one half month refund for that month and a full refund for all the remaining months; if the pass is returned on the 16th or after, I will not receive a refund for that month but a full refund for the remaining months; no refunds will be issued in the last month of the pass. I understand that the university is not responsible for any changes in transit schedules, service during holiday periods, or the temporary suspension of service that operators may implement.

I will abide by any and all Cornell regulations relating to the operation or parking of motor vehicles on the campus. I will comply fully with any sanctions specified by the university, should any violations occur. If my affiliation with the university ends, I will return my parking permit or transit pass to the Transportation Office. My signature certifies that all statements on this form are correct and that I understand and will abide by its terms.

*I certify that all statements on this form are correct and that I understand and will abide by the terms of this contract.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to via email to [transportation@cornell.edu](mailto:transportation@cornell.edu)

### Office Use Only

CSC Initials \_\_\_\_\_ Date \_\_\_\_\_

**TOTAL COST: \$**

Temporary option issued:

Issue date:

Void date:

Special location:

**Paid:**  Payroll

Parking permit issued:

Issue date:

Void date:

Book permit issued:

Cash

Transit pass issued:

Issue date:

Void date:

Check# \_\_\_\_\_

Permit return date:

Refund \$ \_\_\_\_\_

Gate card issued:

Credit Card

Other \_\_\_\_\_