



## Wage Works Instructions (Payroll Deduction)

**When you sign up for Wage Works, please use the following information:**

Payee:	Center City Green Parking Deck
Payee Address:	201 South Tryon Street, Suite 550 Charlotte, NC 28202
Account Name:	Full Name of Parker
Monthly Amount:	\$115.00
Facility Location:	350 East 6 <sup>th</sup> Street

**In order to receive your card**, you must either show proof that you have registered with Wage Works (print off the completed form) and/or turn in a check to prepay for the amount of time it takes you to register for Wage Works.

**If you sign up for Wage Works by the 10<sup>th</sup> of the month**, your parking payment will be paid by Wage Works the following month. (Ex: If you sign up by January 10<sup>th</sup>, Wage Works will start paying in February.) You will need to provide a check upfront for the date you receive your card through the first of the month that Wage Works begins. You will need to bring the check and proof of registration with Wage Works to receive your card.

**If you sign up for Wage Works after the 10<sup>th</sup> of the month**, your parking payment will be paid by Wage Works the second month. (Ex: If you sign up January 11<sup>th</sup>, Wage Works will start paying in March.) You will need to provide a check upfront for the date you receive your card through the first of the month that Wage Works begins. You will need to bring the check and proof of registration with Wage Works to receive your card.

IF WE DO NOT RECEIVE PAYMENT FROM WAGE WORKS BY THE 15<sup>TH</sup> OF THE MONTH IT IS SUPPOSED TO START, YOU WILL BE NOTIFIED ONE (1) TIME. IF THE PROBLEM HAS NOT BEEN REMEDIED BY THE 20<sup>TH</sup> OF THE MONTH, **YOUR CARD WILL BE SHUT OFF UNTIL WE RECEIVE PAYMENT.**

If you have questions, please contact Michele Rogers at 704-358-1000.