

EASTERN MICHIGAN UNIVERSITY  
FACULTY/STAFF  
HANG TAG REQUEST FORM

Please print and fill out completely

**I** Date: \_\_\_\_\_

EMU ID # \_\_\_\_\_ Paying Classifications: AP \_\_\_\_\_ CP \_\_\_\_\_ FM \_\_\_\_\_ PS \_\_\_\_\_ PT \_\_\_\_\_ (complete section I&III)

Classification: AC \_\_\_\_\_ CC \_\_\_\_\_ CS \_\_\_\_\_ EC \_\_\_\_\_ ES \_\_\_\_\_ FA \_\_\_\_\_ FS \_\_\_\_\_

LE \_\_\_\_\_ LL \_\_\_\_\_ LS \_\_\_\_\_ TM \_\_\_\_\_ VP \_\_\_\_\_ Other \_\_\_\_\_ (complete section I&II)

Name: \_\_\_\_\_  
Last First M.

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

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ 2<sup>nd</sup> License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Department Billing Information (Hang tags paid by Department Only)

**II** (Department Secretary: Please complete all information)

Department Name: \_\_\_\_\_ Dept. Approval Signature: \_\_\_\_\_

Banner Fund: \_\_\_\_\_ Banner Orgn: \_\_\_\_\_ Banner Prog: \_\_\_\_\_

Department Address: \_\_\_\_\_ Phone: 487- \_\_\_\_\_  
Room Building

**III** Payment Method (If not paid for by Department)

Credit Card Payments (Discover, Visa, or MasterCard) must be made at the Parking Department

\_\_\_\_\_ Check/Money Order: # \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

\_\_\_\_\_ Cash: Amount Paid \$ \_\_\_\_\_

\_\_\_\_\_ \*PAYROLL DEDUCTION: I authorize the parking fee charges to be deducted in 24 installments unless otherwise stated in my collective bargaining agreement (To be determined by Parking.) It is also understood this payroll deduction will renew each year and a valid hang tag will be sent to me each August unless I notify Parking Services of a change in status.

\_\_\_\_\_  
Employee's Signature Date Parking Department Signature

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Fax or return completed form to the Parking Department

For Internal Use Only:

Tag: \_\_\_\_\_ Rep \_\_\_\_\_ Date: \_\_\_\_\_

Picked up by:

\_\_\_\_\_  
EMU PARKING DEPARTMENT  
1200 OAKWOOD  
YPSILANTI, MICHIGAN 48197

Phone: 734-487-3450  
Fax : 734-480-4847

REVISED 06-05-09

NO OTHER APPLICATION WILL BE ACCEPTED