



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
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 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

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 _____