Payment Options

**Online Payments:** Visa, MasterCard and Discover. Payroll deduction is available for most annual permit purchases to eligible employees.

**Office Payments:** Visa, Master Card, Discover, and Bull Buck$.
Payroll Deduction is available for most annual permit purchases to eligible employees.

Parking Services does not accept cash. If you must use cash, check, or money order, we have the following options:

1. You can add money to your USF ID through Bull Buck$, or
2. You can use our TCO process:
   - Visit the Parking Services Office, where we will provide you with a TCO voucher detailing the payment information.
   - Take the TCO voucher to the Cashiers Office and submit your cash, check or money order.
   - The Cashier’s Office will provide you with a validated TCO voucher, which you must return to the Parking Services Office.
   - Parking Services will then apply the voucher and provide you with a detailed receipt of your transaction.

**Mail-in Payments**

Check or money order payments can be sent to the USF Parking Payment Center. Checks must be made payable to USF Parking and should include your account or citation number to ensure that your payment is applied appropriately.
Send payments to:
USF Parking Payment Center
PO Box 864315
Orlando, FL 32886-4315

**Payroll Deduction**

Permanent Faculty, Staff, Administration employees, and Graduate Assistants are eligible to purchase their annual permits using payroll deduction. Those not considered permanent employees, i.e., OPS, visiting and adjunct professors are not eligible for payroll deduction.
Payroll deductions are taken over 18 pay periods for permit purchases made by early August. Permits purchased after that time will have fewer deductions.

Individuals who select payroll deduction to pay for their annual permits may choose to have the deductions taken on a pre-tax or post-tax basis.

It is the responsibility of the employee to return their permit to PATS should employment end. A stop will be submitted to payroll for any future deductions once the permit is returned. Depending on the date of the return you may be entitled to a refund or may be required to pay the outstanding balance. **However, no refunds are issued on pre-tax deductions.**

Below is a brief explanation about pre-tax deductions:

Pre-tax deductions are not subject to withholding or federal income taxes and FICA (Social Security and Medicare). This results in a reduction in taxable income and would not affect your participation in the State of Florida Retirement plan. However, it may affect your maximum contribution to any other retirement plan and subsequent benefits including Social Security and/or Medicare. If this is a concern, please contact your tax advisor for further information.

By taking advantage of purchasing your permit via payroll deduction on a pre-tax basis, you would save money since this deduction is not subject to Federal income and FICA taxes, similar to medical insurance premiums deducted pre-tax. The exact amount of savings realized would depend on your federal tax bracket and whether you are subject to full or partial FICA coverage.