



# Wage Works Instructions for Monthly Parkers

(Payroll Deduction)

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

Payee: MASS MUTIAL LIFE INSURANCE COMPANY  
Payee Address: 201 SOUTH TRYON STREET, SUITE 550  
CHARLOTTE, NC 28202

Account Name: Full Name of Parker  
Monthly Amount: \$ (See price list for exact amount)  
Location Name: Mas Mutual Life Insurance

(Key Card Number, Invoice Number and License Plate Number are not required)

**In order to receive your access 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 monthly access 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 you 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 monthly access card.

IF WE DO NOT RECEIVE PAYMENT FROM WAGE WORKS BY THE 15<sup>TH</sup> OF THE MONTH IT IS SUPPOSED TO STAR, 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.

For accounting questions please contact Carla Seckman at 704 358 1000

*For questions and inquires:*

*300 South Tryon Street, Suite 200, Charlotte, North Carolina 28202*

*tel. no. 704 333 9783 or parking@spectrumcos.com*