

Office of General Services

Memorandum

Non-State Employee Parking Hangtags

December 31, 2018

To: Non-State Employee (NSE) Permit Holders

From: OGS Bureau of Parking Management

The Office of General Services-Parking Management, in cooperation with our partner agencies, offers parking permits in state owned and operated parking locations to non-state employee contractors and consultants, in safe and available targeted peripheral parking locations.

To further enhance the issuance and billing process associated with these parking permits, OGS will be making changes to the policies and procedures that govern their issuance.

Rather than issuing permanent hangtags for non-state employees, beginning January 2, 2019, OGS will be using a new temporary hang tag system for our NSE customers.

All current parking hang tags issued to NSE's must be returned to OGS Parking Management by close of business on Friday January 18, 2019, after which time they will be considered invalid and subject to towing at the owners' expense.

This new procedure will come with some significant changes to the issuance and billing process. Below are some frequently asked questions which may be helpful for our NSE permit holders:

Question: Is my current hangtag marked BWY or MAP still valid after January 18th?

Answer: No, we will now be using temporary parking permits that are marked with the months they are valid for. If you need a new permit, they are available for purchase in our concourse office.

Question: Do I still get a quarterly invoice covering the time frame I was in possession of my tag?

Answer: No, you will pay upon issuance for a one (1) or three (3) month tag, and your tag will be marked with the months it is valid for. These tags are non-refundable and will expire on the last day of the month you have purchased it for.

Question: Is there a price change?

Answer: No. You will still pay \$55.00 a month but you will be pre-purchasing a disposable tag **which must be surrendered to an OGS Parking representative once it expires**. There is no longer a need to cancel your permit with OGS Parking to stop further invoices. Simply return the tag.

NOTE: If you purchase a tag after the 15th of any month, you will only be charged half of the monthly rate.

Question: When can I return my current tag and purchase a temporary tag?

Answer: Starting on Monday December 31, 2019 you can begin coming to the Parking Management Office in Room 144 at the Concourse. You will be able to return your old tag and purchase the new monthly tag.

We hope that these questions and answers have been helpful, but If you have any further questions, please contact the OGS Bureau of Parking Management by phone at (518) 474-8118 or email us Parking.Management@ogs.ny.gov.

Thank you.