

Mississippi State University: Benefits Eligible Faculty and Staff Auto-Renewal Permits

Retirees, affiliates, and non-benefits eligible employees are not eligible for permit auto-renewals. Retirees, affiliates, and non-benefits eligible employees will be able to purchase their annual permits beginning on July 15th, 2026.

Purchasing Permits – Benefits Eligible Faculty and Staff

- April 15th, 2026, Benefits Eligible Faculty and Staff employees begin pre-purchasing their parking permit for 2026 – 2027 fiscal year.
- All current permits will expire on August 10th, 2026.
- Benefits Eligible Faculty and Staff permit's pre-purchased for the 2026 – 2027 fiscal year will be activated and valid on August 11th, 2026.
- Permit cost will be transferred to individuals banner account for Pay-Roll Deductions in August 2026.
- Benefits Eligible Faculty and Staff employees are guaranteed the ability to purchase a permit for their current parking zone from April 15th, 2026, to July 22nd, 2026.
- Access Credentials for gated permits will begin shipping on July 15th, 2026.
 - This will not be affected by pre-purchasing your permit early. Gated Permits can still be purchased beginning on April 15th, but the new access credential will not ship until July 15th.
- Individuals with a gated permit will no longer have to switch their access credential out every year. The access credential on your windshield is linked to your permit, and the credential will automatically renew every year with your permit. If for any reason you cancel the auto renewal for your permit, or decide not to repurchase your gated permit, the access credential will expire and no longer be valid for gate access on Aug. 10th, of the fiscal year, or the day you cancel your permit. If an access credential is lost, stolen, or damaged, a replacement credential can be purchased at the Transportation Office, in the Roberts building.

Auto-Renewal Overview

- All benefits eligible faculty and staff parking permits will automatically renew each year beginning on August 11th.
- Once a permit is initially purchased, there is no longer a requirement to log into the parking portal each year to manually renew or repurchase a permit.
- Permits will remain active and will renew automatically unless the permit holder chooses to opt out.
- Vehicle management is still the responsibility of the permit holder. Any vehicle updates including vehicle changes or license plate changes are the responsibility of the owner to update in their parking account.

Billing and Payroll Deduction

- The cost of renewed parking permits will be charged to the employee's Banner account as a payroll deduction.

- Payroll deductions will begin at the end of August following the renewal date.

Opting Out of Auto-Renewal

- Faculty and staff who do not wish to participate in automatic renewal must opt out.
- To cancel auto-renewal, individuals are required to complete and submit the Permit Cancellation/Auto-Renewal Opt-Out form. The form is located on the Transportation Department website.
- Once auto-renewal is canceled, the individual will be responsible for purchasing any future permits during designated faculty/staff permit sale periods.

New Daily Parking Options

- No multi-Zone permits for 2026-2027 fiscal year.
- Beginning August 11th, benefits eligible faculty and staff will have the option to purchase daily parking permits for selected non-gated parking zones, based on availability. Daily parking permits will be purchased through the parking portal at msstateparking.t2hosted.com/cmn/auth_ext.aspx. found on the Transportation website.
- Each user may purchase up to ten daily permits per calendar month, and they cannot exceed purchasing more than one daily permit a day. Daily permits will cost \$1 per permit, which will be charged to the individual's Banner account.
- Purchasing a daily permit will not affect your annual permit, and both permits will be valid on the day the daily permit is purchased. More information to come on Daily Permits.

Changing Parking Zones During the Year

- Faculty and staff who wish to switch parking zones may add themselves to a parking waitlist for their desired location.
- If a new permit is awarded through the waitlist process, you must follow the instructions in the email to update your parking permit to your new parking zone. The new permit will be set to annual auto-renew. Follow the opt-out instructions if you do not wish for the permit to be set to auto-renewal.

Communication and Notifications

- Reminder notifications about upcoming auto-renewals will be sent during the spring and summer months leading up to August 11th.
- Any changes including permit pricing will be communicated in advance during the spring prior to the renewal cycle.

For questions, please contact the Transportation Department directly via email; customerservice@transportation.msstate.edu.