



## Tulsa Parking Procedures

You will have the option of choosing where you would like to park in the downtown area (blue areas on the map below).

**We recommend you arrange for parking within 1-2 days of your arrival:**

1. Go to the Williams Tulsa Parking Services site (from main My Williams page, click on my workplace drop-down menu, then select parking) to see the list of vendors, prices and locations.
2. Contact the vendor to ensure lot availability. If the lot is full, you can ask to be added to their “wait list”.
3. Complete the **Parking Deduction Authorization Form** located on the site. Parking deductions will be made by Payroll and should begin within the first 2 pay cycles.

NOTE: If you are a leased/temporary worker and already have parking arrangements, contact the vendor to stop your private account; earliest stop date is the last day of the month. Then, complete the Parking Deduction Authorization Form so you can receive Williams parking benefit.

4. An email will be sent to you and the vendor as notification of your selection. The email includes instructions for you to go to the parking vendor’s office to complete information forms if necessary, pay your activation fee, and to pick up your tag and/or access card.

## Overview of Parking Locations

