THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES
CAR POOLING
PAYROLL AUTHORITY

To: The Director, Office of Facilities Management, The University of Western Australia

I, the undersigned, hereby authorise the University to make automatic deductions from my salary of the appropriate fee for a University Car Pooling permit. I note this authority will be adjusted automatically to allow for any parking fee increases. I understand and accept the conditions detailed below.

Conditions applicable to this authority

1. The employee submitting this authority is responsible for obtaining a current Car Pooling permit (sticker) at the beginning of each year.
2. The fee for a University Car Pooling permit (sticker) will continue to be an annual fee, but for the purpose of this authority, will be collected in fortnightly installments **commencing from the next available pay.**
3. If the employee ceases employment with the University this payroll authority will automatically cease.
4. This authority will remain in effect and deductions will continue until such time as the employee ceases to acquire a parking permit (sticker) at the beginning of a year *or* returns any current Car Pooling permit (sticker). In either instance, the employee must complete a Parking/Car Pooling Permit Cancellation of Payroll Authority form and return it to Human Resources.
5. Employees who resign must return the Car Pooling permit (sticker) to the UniPark office.
6. This authority may not be terminated for periods of absence of less than 3 months.
7. This authority is available to fixed-term or permanent University staff. An annual Car Pooling permit is not available to casual staff, who must use Pay Parking Areas.

EMPLOYEE TO COMPLETE

Employee number | | | | | | | | | Family name

First names

School Ext

Number in car pooling group

Employee signature Date *(dd/mm/yy)* | | | | | | |

UNIPARK USE ONLY

Authorised Officer *(print name)*

Authorised Officer Signature

Date *(dd/mm/yy)* | | | | | | |

PLEASE RETURN FORM TO UNIPARK