



HUMAN RESOURCES
PARKING/CAR POOLING PERMIT
CANCELLATION OF PAYROLL AUTHORITY

To: UniPark, M411

A parking/car pooling permit payroll authority may be cancelled for the following reasons:

1. the employee is ceasing employment with the University;
2. the employee is on long service leave, study leave or any other approved leave for a consecutive period of 3 months or more;
3. the employee's circumstances have changed and a parking/car pooling permit is no longer required.

Unless there are extenuating circumstances, an employee who has cancelled his/her parking/car pooling permit for reason 2. or 3. above, shall not reapply for a parking/car pooling permit for four months.

EMPLOYEE TO COMPLETE

I, the undersigned, hereby request the cancellation of the authority previously made in respect of the automatic deductions from my salary for a University parking/car pooling permit. I note this cancellation will become effective from the next available pay after Human Resources has received this form.

Please tick one of the following boxes:

I have not obtained a current year's parking/car pooling permit.

I have returned my current parking/car pooling permit.

UniPark Use Only
Approval by Authorised Officer, Security & Parking

Name *(please print)*

Signature

Date *(dd/mm/yy)*

Please return completed form to UniPark

Employee number

Family name

Title

First names

School

Ext.

Are you salary packaging your parking fees? Yes No

Employee signature

Date *(dd/mm/yy)*

Employee name *(please print)*

Note: Pay cutoff date is the Thursday two weeks before the pay date.

HUMAN RESOURCES USE ONLY

Employee no. Deduction 188/188P Date effective Pay no.

Input by Date *(dd/mm/yy)*