



**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.

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)

**UniPark Use Only**  
Approval by Authorised Officer, Security & Parking

Name (please print)

Signature

Date (dd/mm/yy)

*Please return completed form to UniPark*

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

**HUMAN RESOURCES USE ONLY**

Employee no.  Deduction  Date effective  Pay no.

Input by  Date (dd/mm/yy)