

PAYMENT OPTIONS FORM 2013

Parking Permits

To the Salaries Officer

I,..... (Staff Number.....) I request the University to decrease my gross salary to provide a benefit of payment of my car parking fees from my pre-tax (gross) salary. I note payment will be one amount made from the last pay period in April. As with any salary sacrifice request, I acknowledge that –

- It is my responsibility to ensure that there are sufficient funds in my net salary to allow for this deduction to occur from the last pay period in April and I will advise People and Culture of any necessary changes to allow for this arrangement to occur;
- I should seek independent financial advice. Information regarding this option can be found at https://intranet.latrobe.edu.au/matrix/_data/assets/pdf_file/0013/23206/salary-packaging-procedures.pdf

I request the University to deduct from my gross salary parking permit fees as follows:

Reserved \$95.00 **General \$63.00**

Signed: **Date:**/...../.....

OR

I,..... (Staff Number.....) hereby authorise you to deduct the following option in respect of the charge for a permit to park on the Bendigo Campus.

(A) Deduction (after tax deduction)

I request the University to deduct from my net salary parking permit fees as follows:

Reserved \$95.00 **General \$63.00**

Signed: **Date:**/...../.....

Delete Option (A) or (B) which ever is not required.

Bring this Form together with your Permit Application in person to the Facilities Management Office. Do not send forms through internal mail.

OFFICE USE ONLY

Reserve Permit Number:	
General Permit Number:	