



Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

## Payroll Deduction Authorization for Parking

**NOTE:** This payroll deduction program is only available to full time faculty and staff who are on the Lakehead University payroll.

*Employees renewing their parking must sign-up before August 28, 2018 to be eligible for payroll deduction.*

This will authorize the Payroll Department of Lakehead University to make deductions for parking from each pay, as set up below.

Should I terminate my employment with Lakehead University, I agree to return my parking permit to the Operational Supervisor, Security Services.

***I understand that I will have to reserve a parking permit on-line and fill out a new payroll deduction form before August 28, 2018.***

### Please circle your choice of pass:

Pass #1	Pass #2
Preferred Lots R, A, 5, 7, 7A, PACI, MPL	General Lots

\$366.00/year	\$282.00/year
\$30.50/month	\$23.50/month
(incl. HST 13%)	(incl. HST 13%)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Pass #1	Pass #2
PKG1 \$30.50/month	PKG2 \$23.50/month
\$15.25/pay	\$11.75/pay

Deductions effective: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_