

LAKEHEAD UNIVERSITY
Payroll Deduction Authorization for Parking – 2026-2027

NAME: _____

EXISTING PERMIT #: _____

EMPLOYEE ID #: _____

DEPARTMENT: _____

CAMPUS: _____

Please Note: This payroll deduction program is only available to **full-time faculty** and **full-time staff** who are on the Lakehead University payroll and **park on campus from September 1, 2026, to August 31, 2027**

Employees renewing their parking **must sign up no later than Monday, August 24, 2026,** to be eligible for payroll deduction. Please return this form to the Security office.

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 or decide not to park on campus, I agree to return my parking permit to Security Services, Lakehead University, Orillia Campus.

Signature: _____ Date: _____

Please print name: _____

For Office Use Only:

Parking Permit:

\$41.00/month

\$20.50/pay

Deductions effective: _____

Entered By: _____ Date: _____