

Request to Salary Package Reserved Car Parking

Human Resources



This form is for staff members to complete to commence a salary packaging (sacrificing) arrangement of reserved car parking.

Employee Details:

Name:

Employee No:

Position:

Work Unit:

The University strongly recommends that employees wishing to participate in the Program seek professional financial advice concerning their remuneration before packaging benefits.

Commencement of Salary Packaging of Reserved Car Parking

I elect to salary package the cost of my reserved car parking space at an annual cost of \$510 p.a. to be deducted pro rata on a fortnightly basis.

Date change to be effective from (select one box only)

Next available pay period following receipt of this request

Specify date _____ (must be future dated and will be adjusted to the nearest pay period).

Authorisation:

- I authorise James Cook University to deduct the above amounts from my fortnightly salary.
- I acknowledge that the above arrangement will remain in place until I advise to stop the arrangement. I further acknowledge that any such requests will need to be made in writing.
- I understand that James Cook University accepts no liability for employees failing to obtain advice on financial matters concerning their remuneration or salary packaging arrangements.

Employee Signature:

Date:

Office Use Only:

Entered by:

Checked by: