

SALARY PACKAGING APPLICATION: CAR PARKING FEES

PLEASE COMPLETE AND EMAIL TO:

HR Service Centre, Division of University Operations hrservicecentre@adelaide.edu.au

This form is to be used by fixed-term or continuing staff to advise Human Resources of the payment method for an existing car parking deduction.

Requests for **new permits or renewals** must be made on the car parking website:

<https://www.adelaide.edu.au/infrastructure/services/parking>

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: _____ School/Branch: _____ Work phone: _____

Title: _____ Family name: _____ Given names (in full): _____

COMMENCE PACKAGING ARRANGEMENTS

2024 Car parking fees (per fortnight) ☐ \$125.65 (double permit) ☐ \$119.73 (single permit) ☐ \$75.31 (part-time permit)

From _____ (or next available pay period)

The pre-tax value of the car parking deduction can exceed the maximum 40% of superannuable gross salary usually allowed for salary packaging.

CEASE PACKAGING ARRANGEMENTS

I understand this will revert my car parking deductions to an after tax deduction.

From _____ (pay date)

Cessation of car parking deductions can only be advised to Human Resources by the Car Parking Office.

AUTHORISATION

Staff Member

- I hereby authorise the University of Adelaide to decrease my gross salary to provide the following benefit(s) on a fortnightly basis to commence as soon as possible.
- I have read and understood the University of Adelaide's terms and conditions on salary packaging for car parking fees and agree to abide by these rules and any changes which may be applied from time to time.
- I understand that if for any reason I take leave without pay during the term of this arrangement it is my responsibility to continue car parking fee payments from my own private resources.
- I will notify Human Resources of any changes to my salary package and will not hold the University of Adelaide liable for any loss associated with salary packaging by me.
- I understand that salary packaging may not be retrospective and that I am obliged to give a minimum of four weeks' notice for packaging arrangements to be processed/amended.
- This authority will remain in place until amended or cancelled by me in writing (after a minimum period of 12 months) or my cessation from the University of Adelaide.

Signature: _____ Date: _____

Remuneration and Benefits Handbook	Salary Packaging Application: Car Parking Fees	Effective Date:	10 December 2014	Version 1.4
Authorised by	Director, Human Resources	Review Date:	31 December 2015	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			