

---

**FACULTY Parking Permit - 2025/2026 Payroll Deduction Form**

---

The cutoff date for payroll deduction will be **September 15<sup>th</sup>, 2025**. Please fill this form and return to facilities management ([facilities.management@smu.ca](mailto:facilities.management@smu.ca)).

The total amount of **\$622.00** will be deducted from 13 consecutive pays. The pay dates are as follows:

Date		Amount
Oct	2	\$47.85
Oct	16	\$47.85
Oct	30	\$47.85
Nov	13	\$47.85
Nov	27	\$47.85
Dec	11	\$47.85
Dec	25	\$47.85
Jan	8	\$47.85
Jan	22	\$47.85
Feb	5	\$47.85
Feb	19	\$47.85
Mar	5	\$47.85
Mar	19	\$47.80

I authorize to have the parking permit fees deducted from my pay in accordance with the above noted schedule. If employment is terminated from Saint Mary's University, I agree that I will inform Facilities Management – McNally South – Room 011 within 7 days from my date of termination. Once notice has been given to Facilities Management, a prorated refund will be processed from the date of permit termination. Refunds will not be processed between July 1<sup>st</sup> and August 31<sup>st</sup>, as per the parking policy.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Employee # **A** \_\_\_\_\_