
STAFF Parking Permit - 2025/2026 Payroll Deduction Form

The cutoff date for payroll deduction will be **September 15th, 2025**. Please fill out this form and return it to facilities management (facilities.management@smu.ca).

The total amount of **\$572.00** will be deducted from 13 consecutive pays. The pay dates are as follows:

Date		Amount
Oct	2	\$44.00
Oct	16	\$44.00
Oct	30	\$44.00
Nov	13	\$44.00
Nov	27	\$44.00
Dec	11	\$44.00
Dec	25	\$44.00
Jan	8	\$44.00
Jan	22	\$44.00
Feb	5	\$44.00
Feb	19	\$44.00
Mar	5	\$44.00
Mar	19	\$44.00

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 1st and August 31st, as per the parking policy.

Print name: _____ Date: _____

Signature: _____ Employee # **A** _____