



APPLICATION TO SALARY SACRIFICE CAR PARKING FEES

Employees appointed on a continuing or on a fixed term contract basis are eligible to salary sacrifice car parking fees.

Please refer to the information on page 2 of this document prior to applying for a car park and the [Salary sacrifice guidelines and conditions](#) for information about the salary sacrifice agreement prior to completing this form.

Section 1: EMPLOYEE DETAILS

Employee ID (<i>essential</i>)	
Family Name	
Given Names	
Unit/Area	

Section 2: CAR PARKING DETAILS

UniSA campus park application

I authorise the University of South Australia to deduct my car parking fees as a salary sacrifice deduction for the following:

- a) Please tick payment method:
- Once off salary sacrifice deduction for the annual cost of \$
- b) Please tick the appropriate box to indicate the UniSA campus car park:
- Magill campus car park (db47)
- Mawson Lakes campus car park (db49)

Wilson car park application

- Wilson Car Parks (Bent St, Union St & Clarendon St) (db30) \$

From _____ **Note: Wilson car parking fees are continuous until the arrangement is cancelled.**

In requesting the above, I acknowledge that:

- I have read and understood the University's Salary Sacrifice Guidelines and Conditions and agree to abide by the provisions contained therein, which may be varied from time to time.
- I agree to pay the appropriate administration fee as per section 5.1 of the Salary Sacrifice Guidelines & Conditions
- I agree that the initial payment for a Wilson arrangement will comprise of one current fortnightly deduction, arrears to the start of the car park if applicable and one month's deduction in advance to ensure that payments remain in a positive balance.
- One month's notice in writing is required to cancel a Wilson car park arrangement along with the return of the access card.
- Any costs or penalties incurred by the University as a result of this salary sacrifice arrangement I agree to reimburse the University the full costs of these charges.
- I agree upon termination of my employment with the University, monies owing as a result of my salary sacrifice arrangements may be recovered by the University from any annual leave, long service leave, salary or bonuses owing to me at that date.
- The University of South Australia accepts no liability should I fail to seek financial advice before proceeding with any salary sacrifice arrangement.

IMPORTANT: For your security, Payroll will only accept this form when it includes a handwritten signature, or a [Digital Signature](#) linked to your UniSA email address.

SIGNATURES

1. Claimant's Signature

.....
Date

OFFICE USE ONLY

Part A: Pay Period Ending

Admin Fee Sal Sac [db40] \$

Part B: From

To

Car Park \$

IMPORTANT INFORMATION

GUIDELINES

UniSA Salary sacrifice guidelines and conditions

[https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/guidelines_sal_sac.pdf]

UniSA Parking Guidelines

Campus Car Parking

Car parking fees for Magill and Mawson Lakes will be deducted in a single payment from the staff member's salary.

[<https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/parking/>]

Commercial Car Parking (Wilson Parking)

- The car parking arrangement is between Wilson Parking, The University of South Australia and the staff member
- Applications to salary sacrifice Wilson Parking fees via a staff member's salary is an ongoing arrangement.
- To apply for a Wilson car park an email request will need to be sent to either FM Assist at City East fmassist.cityeast@unisa.edu.au or FM Assist at City West fmassist.citywest@unisa.edu.au.
The email will include:
 - A completed copy of this form, and
 - The Commercial Car Parking Agreement form
- The initial payment will comprise of the following three (3) components;
 - One current fortnightly deduction
 - Arrears to the start of the car park if applicable
 - One month's deduction in advance to ensure that payments remain in a positive balance. This is to minimise the risk to the staff member incurring a debt at the end of the parking arrangement. Any shortfall or credit will be recovered or refunded through salary sacrifice.
- A notice period of one month is required by Wilson Parking before terminating a car parking arrangement. It's the staff member's responsibly to send their cancelation request to either FM Assist at City East or FM Assist at City West.
- Staff members will be notified of any car park increases that may occur prior to the increase taking affect.
- The University and Wilson Parking reserve the right to accept or decline any salary sacrifice application.