



ON CAMPUS PARKING CANCELLATION & SUSPENSION FORM

For Cancellation or Suspension, the Campus Permit MUST be returned on the last day of use unless it is a public holiday or weekend in which case it should be done before those days. No refunds will be given under any circumstances should the process not be followed.

Required to **Cancel Payroll Deduction Authority** for parking in the following car park;

On campus Parking and Under Cover Parking; Return Permit to the Toowoomba Hospital Foundation;

(REMSERV/SMART SALARY Accounts should be cancelled by the account holder a least two weeks prior to leaving, this can only be done by the account holder).

I Payroll No.

Department

Hereby request the cancellation of my pass card/Campus Badge and payroll deductions from my pay for this provision effective:

Date From / / Employee's Signature

Department

Is deduction through REMSERV/SMART SALARY: Yes No

Cancellation: Yes No

Suspension: Yes No

Minimum suspension period 4 weeks. Upon my return I will complete a new Application Form.

TOOWOOMBA HOSPITAL FOUNDATION OFFICE USE

Parking Representative

Access Card No. Card/Campus Badge returned Yes No

Note

Pay Office Representative Actioned / /

Campus OC# Undercover Hours Deduction \$