**Title: Surname: Forename:**

*(Mr/Mrs/Ms/Miss/Dr/Prof)*

**Contact Tel No:**

**Staff ID Number:**

**Email Address:**

**Faculty/Department:**

**University Home Campus:**

# **Car Details:**

**Veh Reg No: Colour:**

**Make: Model:**

# **DECLARATION:**

**I wish to cancel my parking from the following date:**

**Signature Date:**

Staff permits will operate from the date the member of staff signs-up until they advise in writing of their intention to leave the scheme. One full months’ notice is required of intention to leave the scheme. Payroll will be informed to stop your salary deduction once your permit has been cancelled. The final salary deduction will take place at the end of the month in which the permit is last used. Part-month deductions are not possible.

Staff wishing to rejoin the scheme will not be able to do so until 3 full months after their leaving date.

**Completed forms should be returned to carparks@ulster.ac.uk**

Office Use Only

Approved by: Date:

(Name & Title)

Cancelled On Computer Date:

Sent to Salaries and Wages: Date: