



## Parking Services

Welcome Centre  
423 University Crescent  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9483  
Fax (204) 474-7658  
[parking\\_services@umanitoba.ca](mailto:parking_services@umanitoba.ca)

## STAFF PARKING APPLICATION

### PERMITS:

All staff parking is provided on a “scramble” basis by lot (no assigned stalls) as indicated on the permit provided by Parking Services. Permits are valid 24 hours per day. Parking permits remain valid until such time that Parking Services is provided with a signed cancellation form submitted together with the permit. Most reserved parking areas on campus are equipped with electrical outlets for winter use. Power supply to these outlets is dependent on climatic conditions and may be supplied on a cycle system.

### STAFF PARKING RATE:

For Staff Parking rate information, [CLICK HERE](#).

### STATEMENT OF AGREEMENT:

In applying for the parking permit indicated on this parking application, you hereby agree to assume all responsibilities for the vehicles registered herein, to adhere to the University of Manitoba Parking Regulations as amended from time to time and authorized by the Board of Governors and to accept all the conditions contained therein.

### OUTSTANDING PARKING VIOLATIONS:

Parking permits will not be assigned to any staff member with outstanding parking violations.

## STAFF PARKING PERMIT APPLICATION

Please **COMPLETE ALL FIELDS** in the below Application Form **AND SUBMIT** to the Parking Services Office.

PLEASE INDICATE THE PREFERRED PERMIT EFFECTIVE START DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
LAST FIRST INITIAL

Dept. Name & Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
APT # ADDRESS CITY PROV/STATE POSTAL CODE/ZIP

Phone Numbers: Work: ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ ARE YOU AN UMFA MEMBER?  Yes  No

Vehicle Information: \_\_\_\_\_  
LICENCE PLATE PROVINCE VEHICLE MAKE & MODEL

**Payment Designation:** For all University of Manitoba employees – upon confirmation of eligibility and assignment of parking – the parking fee will be deducted monthly through Direct Withdrawal. Please ensure that a signed Direct Withdrawal Authorization Form is submitted with the Staff Application. Failure to do so will result in the application being incomplete and the permit not being issued.

**Cancellation Policy:** To cancel a staff parking permit, the permit must be returned to Parking Services together with a signed cancellation form, no later than the last business day of the month to avoid further charges for the upcoming month. Permits returned on the first day of the month or thereafter will result in you being charged for that month. Cancellation forms are available from Parking Services.

**I have read and acknowledge the permit Cancellation Policy:** \_\_\_\_\_ (Initial)

**Additional Licence Plates / Carpools:** All vehicles being used with a U of M Parking Permit are required to be registered with Parking Services. To add additional licence plates or setup a carpool, complete the Licence Plate Update Form found at [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking) and return to Parking Services or visit our office in person.

**Statement of Agreement:** In applying for the parking permit indicated on this parking application, you hereby agree to assume all responsibilities for the vehicles registered herein, to adhere to the University of Manitoba Parking Regulations as amended from time to time and authorized by the Board of Governors and to accept all the conditions contained therein. The University of Manitoba Parking Regulations govern all persons parking vehicles on University premises. By completing and signing this application, you are hereby agreeing to abide by those regulations and acknowledge that failure to pay outstanding parking fines may result in the towing of your vehicle or such other action as the University may deem necessary.

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of issuing a parking permit, maintaining a record of application for a parking permit, for communication, and for the collection of fees associated with the parking permit and parking citations (if applicable). Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

Date/Time Rec'd:

Permit # Issued:

Lot Location:



UNIVERSITY  
OF MANITOBA

# Pre-Authorized Debit Agreement Parking Services

## Staff Parking Permit

### 1. Personal Information

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Department Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Pre-Authorized Debit Account

By checking this box, I hereby give permission for the University of Manitoba to debit my bank account on record with Payroll Services for monthly payment of a Staff Parking Permit. I also acknowledge my staff parking permit is for personal use.

### 3. Pre-Authorized Debit Details

Regular monthly payments will be debited from your bank account on or around the 11<sup>th</sup> day of each month, and will continue until the permit is canceled. To cancel a staff parking permit, the permit must be returned to Parking Services TOGETHER with a signed cancellation form by the last business day of the month to avoid further charges in the upcoming month. Cancellation forms are available from Parking Services.

Please note: a \$30 fee will be assessed on all returned payments (insufficient funds, account closed, etc.) and unpaid payments may result in a parking suspension and a reinstatement fee.

I acknowledge that the monthly staff parking rate is subject to change and authorize payments every month in fulfillment of the current monthly parking fee on an ongoing basis. Parking Services will notify me in advance of any upcoming rate changes.

\_\_\_\_\_  
Signature Date

*You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with the Pre-Authorized Debit Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).*

#### Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

*Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of establishing monthly pre-authorized debits from your bank account. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.*

Upon completion, **DROP OFF, MAIL or FAX** this form to: Parking Services  
Welcome Centre  
423 University Crescent  
WINNIPEG, MB R3T 2N2  
Phone: 204-474-9483 / Fax: 204-474-7658  
Email: [parking\\_services@umanitoba.ca](mailto:parking_services@umanitoba.ca)