



## **STAFF PARKING APPLICATION**

### **PERMITS:**

All staff parking is provided on a “scramble” basis by lot (no assigned stalls) and is valid 24 hours a day. Once staff parking is approved, parking remains active until such time that Parking Services is provided with a signed cancellation form. 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 staff parking, 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:**

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

## STAFF PARKING APPLICATION

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

PLEASE INDICATE YOUR PREFERRED 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 staff parking application not being processed.

**Cancellation Policy:** To cancel your staff parking, a signed cancellation form must be returned to Parking Services prior to the last business day of the month, to avoid further charges for the upcoming month. Cancellation forms received on the last business 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 Staff Parking Cancellation Policy:** \_\_\_\_\_ (Initial)

**Additional Licence Plates / Carpools:** All vehicles being used with U of M Parking Staff Parking 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.

You may also [log in to your parking account](#) to update/add/remove licence plates.

**Statement of Agreement:** In applying for Staff Parking, 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 staff parking, maintaining a record of application for staff parking, for communication, and for the collection of fees associated staff parking 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:

# Pre-Authorized Debit Agreement Parking Services

## Staff Parking

### 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 Staff Parking. I also acknowledge my staff parking is for personal use.

### 3. Pre-Authorized Debit Details

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

Changes to the account which your monthly parking payment is deducted must be made with Payroll Services. It may take up to 30 days for any changes to become effective. If your new bank account number is not yet in our system by the last day of the current month, we will deduct the monthly parking fee from the original account provided.

Please note: You will be responsible for any returned fee's should your monthly parking deduction not process successfully. 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.*

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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@umanitoba.ca](mailto:parking@umanitoba.ca)