

**Important Information:**

This form is to be completed for Salary packaging of Car Parking Permit for staff at Alfred Hospital, Monash Medical Centre, Caulfield General Medical and Parkville campus.
Please complete the relevant shaded sections of this form.

SECTION 1 – STAFF MEMBER’S DETAILS

Name		Staff ID No.							
Department		Contact No.							

SECTION 2 – PERMIT DETAILS

✓	Please indicate car parking permit location below:		
	Alfred Hospital	WT 7032	Amount per annum \$
	Box Hill Hospital	WT 7046	
	Caulfield General Medical	WT 4541	
	Monash Medical Centre (additional MMC form required)	WT 7050	
	Parkville	WT 4543	

For Berwick, Caulfield, Clayton, Peninsula & Monash Business Park permits, please refer to “Online Parking Permit Application” at: <https://parkingpermit.connect.monash.edu.au/ParkingPermit/permit.do?item=PP>

SECTION 3 – DECLARATION BY STAFF MEMBER

- I have read and understood the university’s Salary Packaging Policy and Procedures and agree to abide by the provisions in Workplace Policies and Procedures (WPP), which may be varied from time to time. The university’s Salary Packaging Policy and Procedures are located at: <http://adm.monash.edu/workplace-policy/remuneration/packaging/>
- I note that the university makes fortnightly administration charge in respect of the benefits provided which will be deducted fortnightly and I agree to pay this charge as varied by the university from time to time.
- I acknowledge that should I wish to change or cease my salary packaging arrangements, I will notify Human Resources Division in writing.
- I acknowledge and agree that the University has advised me to seek independent financial advice before considering the University’s offer to enter into this salary packaging arrangement.
- I acknowledge that I may request changes to the structure of my remuneration package once per annum (on 1 April) for consideration by the University.

Signature	Date ___ / ___ / _____
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FOR HR OPERATIONS USE ONLY

Processed	Checked	Date	Pay Period
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<p>For assistance please contact HR Enquiries on ext 20400 Please return completed form to: HR Operations, Monash HR, Monash University VIC 3800</p>	<p>Monash HR Privacy collection statement is located at: http://privacy.monash.edu/guidelines/collection-personal-information.html#hr</p>
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