



## Request to Withdraw from the Salary Exchange Scheme for Car Parking

### Personal Details:

Full Name: \_\_\_\_\_ Employee No: \_\_\_\_\_ (this can be found on your payslip)

Position: \_\_\_\_\_

School / Professional Service: \_\_\_\_\_

### Vehicle Details:

Please ensure that you return your permit(s) with this form to Campus Helpdesk (Steatham Farm, Streatham Campus)

Permit No: \_\_\_\_\_ Permit No: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_

Vehicle model: \_\_\_\_\_ Vehicle model: \_\_\_\_\_

Registration No: \_\_\_\_\_ Registration No: \_\_\_\_\_

### Life changing event (please tick)

Due to the life changing event indicated below I wish to withdraw from the salary exchange arrangement that I have entered into for car parking:

- Permanent amendment to your travel to work arrangements
- Permanent amendment to your working arrangements, reducing your attendance at the University (e.g. changing from full-time to part-time working)
- Authorised Study Leave or Leave of Absence
- Unpaid Leave of at least 6 months
- Pay reducing to statutory payments only
- Pay being materially reduced
- Notification of pregnancy
- Maternity or adoption leave
- Other (you must arrange to meet with your Personnel Manager to discuss the reason why and for confirmation that this is a life changing event in line with Inland Revenue guidance)

Date that salary sacrifice should stop: \_\_\_\_\_  
(please give one month's notice)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Tel: \_\_\_\_\_