

**Facilities Management - Security Access Control**

# Authorisation for deduction from payroll for car park charges – West Suffolk House

To enable us to make the necessary deductions from your salary for your car parking charges we will require your authorisation. Once we have received your completed authorisation request your identity card will be updated to allow entry into the car park.

If you are not paid through West Suffolk’s payroll you will need to provide your invoicing address below, a cost code for the team you are working for (this will be used to recover any outstanding or late fees) and the signature of the budget manager.

**Access will not be granted until receipt of this completed form; filled out in full and correctly.**

First Name: .....

Last Name: .....

Job Title: .....

Service Area/Department: ..... Payroll No: .....

Telephone Number: ..... Email: .....

Vehicle Reg 1: ..... Vehicle Make 1: .....

Vehicle Reg 2: ..... Vehicle Make 2: .....

WSC with payroll

Agency/Contractor through WSC (please provide invoicing address at the bottom of this form)

CO2 Compliant – I use a vehicle with CO2 emissions of 100g/km or below at Olding Road. I agree that this vehicle will be parked in the car park for the majority of times. any other vehicle listed above is only occasionally used within the Olding Road Carpark

I am a motorcyclist and understand that I can enter the car park without raising the barrier

**By completing and returning this form I authorise the deduction of car parking charges from my salary or if I am an agency worker / contractor I confirm I will pay the charges invoiced to my home address within 21 days. I will inform Security Access Control of the registration of any new vehicle that I acquire before it is parked in the car park**

Signed: ..... Date: .....

Invoicing address for agency / consultancy staff:

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.....

Department Cost Code: .....

**Cost code budget holder authorisation (agency / contractor staff only):** I hereby authorise the amounts of any unpaid invoices to be deducted from this cost code for which I am the budget holder

Budget holder signature: ..... Date: .....

Budget holder name: .....

Please email completed forms from your work email address to: [strategic.security@vertas.co.uk](mailto:strategic.security@vertas.co.uk), your email address acts as evidence of date and signature or send by mail to **Security and Access Control, Purple Ground Floor, Endeavour House.**