

2019 / 2020 Staff & Faculty



UNIVERSITY OF
TORONTO
MISSISSAUGA

STG _____

Parking Permit Application Form

Personal Information

Surname	Given Name	Personnel #	
Department	Room #	Office Phone	Cell Phone
Home Address	Postal Code	Email	

Permit Selection	<i>Please indicate choice below ✓</i>	All Prices include HST (HST# R108162330)	
Annual Permits (Valid: September 1, 2019 – August 31, 2020)			
Unreserved	Annual (Sept – August)	P4, P8 & P9	\$ 762.60
P5 (Reserved Lot)	Annual (Sept – August)	P5 only	\$ 1,104.34
P1 (Reserved Lot)	Annual (Sept – August)	P1 only	\$ 1,104.34
CCT Underground Garage	Annual (Sept – August)	CCT Garage only	\$ 1,190.96
St. George Supplementary (Additional Charge) *must be purchased in addition to an Annual UTM Permit			
Unreserved Annual	September – August	St. George Unreserved	\$ 1,080.00
Unreserved Sessional	September – April	St. George Unreserved	\$ 720.00
Designated Lot Annual	September – August	107 St. George Garage	\$ 660.00
Designated Lot Sessional	September – April	107 St. George Garage	\$ 440.00

Description of Vehicle(s)

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Plate #				
Year				
Make				
Model				
Color				
Registered Owner's Name				

VISA
 MasterCard
 American Express
 Debit
 Cheque
 PAYROLL

Departmental Debit Memo: _____ Debit Memo Authorization (print) _____

CC or IO _____ CFC _____ Fund _____ (Sign): _____
Principal, Dean, or Director must sign

Is this a taxable benefit?
 YES
 NO
 (See reverse for more details)

*** Please consult your Human Resources representative for assistance in determining if this is considered a taxable benefit ***

Terms of Agreement

By signing this form I certify that the information stated above is correct and I agree to comply with the University of Toronto Mississauga Parking & Transportation Services' Regulations for 2019/2020. I understand that the permit must be clearly displayed at all times when on University property and that **lost or stolen permits will not be replaced – regardless of the circumstance.**

Signature: _____ Date: _____



Taxable Benefits

If a faculty/department is paying for an individual's parking permit, it may be considered a taxable benefit. Please refer to the guidelines below, as well as the regulations posted on the Canada Revenue Agency website (link also provided below). **Going forward, all departmental debit memo applications will now require that the department indicate if the permit is a taxable benefit.**

Please note that Parking & Transportation Services is not responsible for determining, or offering an opinion, on whether a permit paid by debit memo qualifies as a taxable benefit for the permit holder. The department must consult with their appropriate Human Resources representative for assistance in determining whether it is considered a taxable benefit, and if it is, the amount must be provided to the Payroll department for inclusion in the employee's income as a taxable benefit, including the HST amount.

Human Resources has advised that if a permit is paid for by a department it is assumed to be a taxable benefit unless both of the following conditions are met:

- The employee requires their parking space for business purposes; AND,
- The employee regularly must use their own car for business purposes as part of their required duties and responsibilities (excludes required travel from home to and from work)

For more detailed information please visit the Canada Revenue Agency site at the below link:

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/prkng-eng.html>

Third Party Authorization

In order for a third party (such as a parent, guardian, partner, sibling, friend) to conduct business with the university on your behalf (such purchasing your parking permit, parking documents, etc.), the third party requires a letter of authorization from the applicant.

This letter must include the date, applicant's signature with specific instructions detailing what the third party can do. No faxes or photocopies will be accepted. Please refer to the Parking website for template and additional information.

<http://www.utm.utoronto.ca/parking/permits/third-party-authorization>

Terms of Agreement

The permit must always be displayed on the driver's side dashboard/windshield of the car being parked. There will be **NO exceptions** made for cases in which the permit has been forgotten or left in another vehicle. If the permit is not displayed, the driver of the vehicle must purchase a day pass from a Pay & Display machine. Failure to display a permit or day pass may result in the issuance of a City of Mississauga Parking Penalty Notice (parking ticket) under the Administrative Penalty System.

The primary permit holder is ultimately responsible for the permit. **Only the primary permit holder is authorized to make any changes to the permit or request a cancellation.** (Rideshare partners are not considered to be the permit holder) Parking privileges may be revoked if the permit is used improperly.

Lost or stolen parking permits will not be replaced – regardless of the circumstance

Additional Vehicle(s) (If any)

Plate #			
Year			
Make			
Model			
Color			
Registered Owner's Name			

(905) 828-5254 / parking.utm@utoronto.ca / www.utm.utoronto.ca/parking