

To: Okanagan College  
Payroll Office

Okanagan College provides parking space designated for the motor vehicles of employees. A decision by the Leadership Team to make payments towards the cost of parking was made. In accordance with this decision Leadership Team members are asked to complete an Assignment of Charges form providing for the deduction of charges as determined from time to time by the College for parking space.

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Until this authority is revoked by me in writing I hereby authorize you to deduct from my wages and to pay to Okanagan College a charge for parking space in the amount of \$\_\_\_\_\_ annually to be deducted from your bi-weekly pay

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