

## Taxable Benefit Parking Exemption Form

Emily Carr University of Art + Design employees who purchase a parking pass from the University are assessed a taxable benefit based on the fair market value for parking less any payment the employee makes.

Employees who are required to use their vehicle three or more days on a weekly basis for work-related travel are not subject to a taxable benefit for parking. Please note that travelling to and from work is not considered work-related travel by the CRA.

If you qualify for this taxable benefit exemption, please return this completed form to [paysalary@ecuad.ca](mailto:paysalary@ecuad.ca).

Employee Name \_\_\_\_\_

Colleague ID # \_\_\_\_\_

I am requesting exemption for the calendar year \_\_\_\_\_

**By signing and submitting this form, I confirm that I meet the qualification for exemption and understand that the CRA requires that work-related use is supported by a mileage log that includes the date, time, and purpose of work-related travel for potential audit.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Supervisor Confirmation:

Supervisors are required to confirm the requirement and frequency of work-related travel.

**By signing below, I confirm that I am the supervisor of the above-named employee and verify that the employee is required to use their vehicle three or more days on a weekly basis for work-related travel**

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date