



## PARKING ASSIGNMENT CANCELLATION FORM

- To cancel a parking assignment, **ALL** parking permits for the current year's parking assignment (including carpool, alternates, temporary disabled, hangtags, decals, smart cards, or flex meters) must be returned to one of the Transportation Services Offices.
- Failure to return all items may result in a delay in cancelling a payroll deduction or processing a refund.
- Customers canceling a permit are responsible for any unpaid balance due. All unpaid permit balances must be paid prior to applying or accepting an annual permit assignment.
- Payroll deductions will be cancelled based on the date all permits are received by Transportation Services. Once the file is sent to payroll the deduction cannot be canceled until the next month.
- Refunds, if applicable, will be based on the date all permits are received by Transportation Services. Refunds will not be issued for permits paid by pre-tax payroll deduction.
- Refunds issued to the permit holder only.
- Refunds will be mailed to the address listed below. Please allow approximately 4 to 6 weeks for a refund check to be issued.

PLEASE PRINT CLEARLY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

University ID# \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_  
Signature

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

### Return completed form with hangtag or decal (pieces) to:

Transportation Services at  
the WARF Building  
610 Walnut St, Room 124  
Madison, WI 53716

Transportation Services at  
the Welcome Center  
21 N Park Street  
Madison, WI 53704

Transportation Services at  
American Family Children's Hospital  
1675 Highland Ave, Rm E004  
Madison, WI 53792

[www.wisc.edu/trans](http://www.wisc.edu/trans)  
608-263-6666