



**PARKING ASSIGNMENT CANCELLATION FORM**

Permit Cancellation:

- To cancel a parking assignment, **ALL** parking permits for the current year's parking assignment (including alternates, temporary disabled, hangtags, bicycle locker or cage keys) 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.

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

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

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

\_\_\_\_\_  
(Signature of permitholder) University ID# \_\_\_\_\_

**Return completed form with hangtag or decal (pieces) to:  
Transportation Services  
124 WARF, 610 Walnut St.  
Madison, WI 53726**

[www.transportation.wisc.edu](http://www.transportation.wisc.edu)  
**608-263-6667**

Office Use Only

Permit #	Receipt #
----------	-----------