



Cancellation form
Parking permit / Employee bus pass / Bike locker or cage

- You must return the physical permit, pass, or key in order to cancel the product.
 - **ALL** parking permits or decals for the parking assignment (including business alternates, temporary disabled, hangtags, or decals) must be returned.
 - Permit decals must be returned and are best removed with heat (ex. hot water or hair dryer). Return as many decal pieces as possible.
- Failure to return the necessary items may result in a delay in canceling a payroll deduction or processing a refund.
- Customers canceling a permit or bus pass 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 canceled based on the date all needed items (permits, bus passes, or keys) are received by Transportation Services. Once the deduction 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 or bus passes are received by Transportation Services. Refunds will not be issued for permits paid by payroll deduction.
 - Refunds issued to the permit holder only.
 - Refunds will be mailed to the address you provide below. Please allow approximately 4 to 6 weeks for a refund check to be issued.
- Bus passes must be returned to UW Transportation Services if the employee’s appointment with the University or authorized affiliate is ended. Bus passes not returned will be canceled and will not be valid for use on Madison Metro Transit buses. Employees must request refunds, if eligible, within 14 calendar days of the end of appointment. Refunds will be prorated.

NAME _____

CAMPUS IDENTIFICATION NUMBER (on Wiscard) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

Signature Date

Return completed form with permit, bus pass, key, or decal (pieces) to:
Transportation Services
124 WARF, 610 Walnut St.
Madison, WI 53726