



CANCELLATION FORM for

UW PARKING PERMITS | EMPLOYEE BUS PASSES | BIKE LOCKERS OR CAGES

- You must return the physical permit, pass, or key to cancel the product.
 - **ALL** parking permits or decals for the parking assignment (including business alternate decals or temporary disabled hangtags) must be returned.
 - Remove decals by applying heat (i.e., hot water or hair dryer). The decal may be returned in multiple pieces.
- Failure to return the items may result in a delay in canceling payroll deductions or processing refunds.
- If you cancel a bus pass or permit, you are responsible for any unpaid balance due. All unpaid permit balances must be paid prior to applying for or accepting an annual permit assignment.
- Payroll deductions will be canceled based on the date all items (permits, passes, or keys) are received by UW Transportation Services. Deductions are canceled one month after the deduction file is sent to payroll.
- Refunds, if applicable, will be based on the date all permits or passes are received by UW Transportation Services. Refunds will not be issued for permits paid by payroll deduction.
 - Refunds may only be issued to the permit holder.
 - Refunds will be mailed to the address you provide below. Please allow 4 to 6 weeks for a refund check to be issued.
- Bus passes must be returned to UW Transportation Services if your appointment with the university or authorized affiliate has ended. Bus passes which are not returned will be canceled and will not be valid for use on Madison Metro Transit buses. Employees eligible for a refund must request a refund within 14 calendar days of their final appointment date appointment. Refunds will be prorated.

NAME _____

PERMIT OR PASS NUMBER _____

EMPLOYEE IDENTIFICATION NUMBER (on Wiscard or badge) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

Signature

Date

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

transportation.wisc.edu | 608-263-6667