Department of Public Safety
Parking Permit Cancellation Form (Faculty/Staff)

*Complete and submit this form along with your permit to our office in UC 310 during our normal office hours, M-Th 8:30 am to 5:00 pm and F 8:30 am to 4:30 pm (closed for lunch daily from 1-2 pm).
*The submission of this form and your parking permit are required upon leaving the university, for refunds and/or cancellation of payroll deduction. Cash, check, and credit card refunds are only available during the first three weeks of the current semester.
*Questions? Please contact our office at (415) 422-4222.

Date_____

Last Name First Name Middle

Employee ID# (**Required**) Permit Number

Permit Type: Full-Time Part-Time Evening One Day Carpool

Reasoning for cancellation of permit?

- ❑ If paid via payroll deduction, cancellation of your parking permit will be processed on the day of the return. Please note that outstanding parking permit fees may apply.
- ❑ If paid via credit card, cancellation of your parking permit will be processed on the day of the return. Refunds will be processed according to the day of return. 30% administrative fee will be deducted from refund.

Circle one: Visa MasterCard Discover

_____ _____ _____
Card Number **Expiration Date** **CV Code**

- ❑ If paid via cash or check, cancellation of your parking permit will be processed on the day of the return. Refunds will be processed according to the day of return. 30% administrative fee will be deducted from refund. A check will be issued from the University of San Francisco to you in a minimum of ten business days.

Signature Date

Manager Authorization Signature (Department of Public Safety)