



PERMIT CANCELLATION

Parking Department

Name (Last, First, MI)

UH ID Number (8 digits, no dashes or spaces)

Mailing Address (non-campus mail)

Email Address

This form is not required if your permit was paid for with payroll deductions. See Form 2-3E Payroll Deductions Cancellation.

Cancellations are processed by pay period (1 - 15; 16 - end of month). Cancellations are processed when the permit is physically returned to our office, or the postmark date, whichever is applicable. If mailing your permit back, we recommend using certified mail or some other service that provides a tracking number.

Temporary passes can be issued for the remainder of the pay period in which you are returning the permit.

The refund process, if applicable, takes approximately 2-4 weeks, and can take slightly longer in peak periods, such as the start of a semester/end of a semester. Permits paid online will receive a refund, if applicable, to the credit card used for purchase, if within 6 months of purchase, otherwise a check refund will be issued. All other forms of payment will receive a refund, if applicable, by check.

The undersigned hereby **cancel**s their permit.

Effective (for office use only)

Signature/Date