

Please complete and submit this form to Parking Services.

Disclaimer: **There will be a \$10 refund processing fee.** There is no processing fee for permit downgrade. For permits purchased with a credit card, the refund will be reimbursed back to the original credit card. For permits purchased with cash or check, the refund will be reimbursed via check. The check will be mailed to the address listed in your MySJSU account. The address listed down below must match the address in your MySJSU account.

**Requester Information**

Name: _____	SJSU ID #: _____
E-mail: _____	Phone #: _____
Address: _____	
SJSU Affiliation: <input type="checkbox"/> Emeritus <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Vendor <input type="checkbox"/> Other _____	

**Refund Request**

Cancel Permit <input type="checkbox"/> No <input type="checkbox"/> Yes	Permit Downgrade <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, request downgrade to: _____
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**Current Permit Information**

Vehicle License Plate #: _____
Permit Number: _____
Permit Type: _____
Date of Original Purchase: _____
Form of Payment: _____
Reference # : _____

**New Permit Information (Office Use Only)**

Vehicle License Plate #: _____
Permit Number: _____
Permit Type: _____
Permit Effective Date: _____
Permit Expiration Date: _____
Reference # : _____
Refund Amount: _____

**Authorization**

I hereby certify that the service/goods above were obtained specifically for San José State University business.	
Requestor Signature: _____	Date: _____

**For Office Use Only:**

Parking Staff Signature: _____	Date: _____
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**Comments:**