

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: Emeritus Faculty/Staff Student Visitor Vendor Other _____

Refund Request

Cancel Permit Permit Downgrade
 No Yes No Yes If yes, request downgrade to: _____

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: _____

Comments:
