**Notice:** In order for TAPS to process any parking permit payroll deduction cancellation requests, the parking permit must be surrendered to Transportation and Parking Services. If no permit is returned, TAPS cannot process and payroll deduction cancellation. Parking permits surrendered to TAPS before the 14th of the current month will not be charged on the next payroll check date. Any requests processed after the 14th of the month will still be charged the monthly parking permit fee.

### Employee Information

- □ Faculty  □ Staff  □ Graduate

| UCM ID Number: __________________________ | Name: ____________________________ |
| Phone Number: __________________________ | E-mail: __________________________ |

### Cancellation Reason

**Please specify the reason for Cancellation:**

- □ The Bus  □ CatTracks  □ Carpool  □ Bicycle  □ Zimride  □ Leaving UCM

- □ Other (please explain) ____________________________

| Permit holder signature | Date Signed |

### FOR TAPS USE ONLY!

**ePAY/PPS (Oasis) Processing:**

- □ GTN Change

**NEW GTN Code:** __________

**GTN Cancellation Code:** ________________

**iTAPS revoked date:** ________________

**iTAPS processed date/by:** ________________

**PPS Date/By:** ________________

**Verified By:** __________________________

PLACE PERMIT HERE