

## Cancellation Form - Pre-Tax Payroll Deduction for Commuting

**There are no returns of transit passes or commuter checks.** Future transit pass deductions may be changed by submitting a new program application form or canceled with a program cancellation form, but it must be received at the Parking & Transportation Services office prior to the 9th of the month in order to take effect for the next month. Under certain circumstances, such as a change in life events, future transit pass deductions may be changed or terminated by the participant at our office.

| <b>1 Who are you? (proof of Stanford affiliation required)</b> |               | <b>2 Contact Info</b>  |
|--|---------------|--|
| Last Name  | First Name    | Daytime phone (required - cannot process without)<br>Area Code (     ) |
| Stanford ID number OR Hospital file ID*                        | Email address | Reason for cancellation  |

\* not your badge number – your file ID number is on your timecard or paycheck stub.

### 3 Cancelling monthly transit

Select monthly transit deductions you wish to cancel:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> <b>ACE Train</b><br><input type="checkbox"/> Monthly Pass<br><input type="checkbox"/> 20-trip Ticket<br><br><input type="checkbox"/> <b>BART</b><br>\$64 ticket (\$60)___ | <input type="checkbox"/> <b>Caltrain</b><br><input type="checkbox"/> Adult Monthly Pass<br><input type="checkbox"/> Senior/Disabled Monthly Pass<br><input type="checkbox"/> 8-Ride Ticket (____ / month)<br><input type="checkbox"/> Monthly Parking Permit | <input type="checkbox"/> <b>Commuter Checks</b><br>\$20___ \$30___ \$35___ \$45___<br><input type="checkbox"/> <b>Muni</b><br><input type="checkbox"/> Adult Fast Pass<br><input type="checkbox"/> Senior Pass | <input type="checkbox"/> <b>SamTrans</b><br><input type="checkbox"/> \$1.50 Ride-Value Pass<br><input type="checkbox"/> Express (\$4 Ride-Value) Pass<br><input type="checkbox"/> Senior/Disabled Pass |
|--|--|--|--|

### 4 Authorization and signature to cancel

**X** \_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
DATE

Mail: 340 Bonair Siding, Stanford, CA 94305-7255 MC: 7255 Email: [transportation@stanford.edu](mailto:transportation@stanford.edu) Phone: 650.723.9362 Fax: 650.724.8676

rev. 8/2009

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