

# Metropass Bus Card Cancellation form

*Sample form only. Actual form is available from:*

FACILITIES MANAGEMENT DIVISION  
50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155  
651.201.2300

between the hours of 7:00 a.m. and 4:30 p.m., Monday-Friday

## SAMPLE FORM: REQUEST FOR METROPASS CANCELLATION

<b>NAME:</b>	<b>CANCEL METROPASS</b> (circle card type)  Permanent                      Temporary
<b>DEPARTMENT/DIVISION:</b>	<b>LAST DAY OF USE:</b>

**Your Metropass contract shall remain in effect until the Metropass contract is duly canceled and the Metropass bus card is returned to Facilities Management Division.**

**Charges will continue to incur until the Metropass bus card is returned.**

**CARD NUMBER:**

**SIGNATURE:**

**TELEPHONE NUMBER:**