

Administration Building, G-10  
50 Sherburne Avenue  
St. Paul, MN 55155  
Phone: 651-201-2300  
Fax: 651-297-5158  
mn.gov/admin

<b>NAME</b>	<b>DEPARTMENT/DIVISION</b>
<b>CANCEL PARKING IN FACILITY NAME</b>	<b>DATE PARKING TAG RETURNED</b>

**PARKING CANCELLATION REQUEST**

Your parking contract will remain in effect until the parking contract is duly cancelled AND the Parking Identification Tag is returned to the Facilities Management Division Parking Room G-10. Charges will continue to incur until the Parking Identification Tag is returned.

<b>PARKING TAG NUMBER</b>	I understand it is my responsibility to review my paycheck to ensure this deduction has stopped.
<b>TELEPHONE NUMBER</b>	<b>SIGNATURE</b>

**Are you on the parking wait list? Yes or No**

**Are you leaving the Capitol Complex? Yes or No**

**TO BE COMPLETED BY FMD:**

Parking Identification Tag received by FMD initial \_\_\_\_\_ Date received \_\_\_\_\_

Your last Parking Payroll Deduction will be PPE Date: \_\_\_\_\_ or Invoice charges will stop \_\_\_\_\_

Account# \_\_\_\_\_

Employee ID # \_\_\_\_\_

Copy of returned Parking Identification Tag:

SAMPLE