**To cancel your permit, fill out this form and submit it by email:** wpa-permits@winnipeg.ca
**or fax:** 204-986-5155

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### Customer Information

**Name**_____     **Email**_____

**Home Address**_____     **Phone Number**_____

**City**_____     **Postal Code**_____

**City of Winnipeg Employee ID # (if applicable)**_____

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### Permit Information

**Permit #**_____

**Permit Type:** ☐ Surface Lot    ☐ Parkade    ☐ On-Street

**Location (if applicable)**_____

**Cancellation Date (1 month written notice required)**_____

**Reason for cancelling**_____

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**Permit Cancellation Terms & Conditions**

As per the Terms and Conditions of the Parking Agreement, one calendar month's written notice is required for cancellations. The cancellation must be received by the Winnipeg Parking Authority by the 1st of the month for cancellation to be effective on the last day of the month. The 1 month notice period will not start until this form has been successfully received by the Winnipeg Parking Authority. Failure to submit the form with proper notice prior to the requested cancellation date will result in charges continuing until a month's notice has been provided. All parking equipment (transponders, access cards) must be returned to the Winnipeg Parking Authority Office (495 Portage Avenue, Winnipeg, MB R3B 2E4), by the 5th day in the effective cancellation month - after this time any equipment deposits would be forfeit.

*SIGNATURE INDICATES UNDERSTANDING AND ACCEPTANCE OF ALL OF THE ABOVE TERMS AND CONDITIONS*

Applicant Signature: _____    Date: _____

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**Office Use Only**

PERMIT CANCELLATION EFFECTIVE DATE: _____

Transponder Deposit Amount $ _____ to be Refunded ☐ or Forfeited ☐

Payment Method to be stopped: _____

Form Received By: _____

Electronic Copy to WPA (Lot administrators) ☐

Copy to Finance (WPA Permits) ☐

**UID Number:**

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