

Parking Cancellation Form

University Services

In order to prevent payroll deductions for the current month's parking, the Chicago Parking Office must receive the cancellation notice and parking decals by the 5th of the month. If the form is not returned before the deadline, the WildCARD/Keycard will remain active until the end of the month, a payroll deduction will still occur, and no refunds will be given.

Personal Information

Name: _____
First Name Middle Initial Last Name

7-Digit Employee or Student ID#: _____

Local home address: _____
Street

_____ City State ZIP Code

Phone Number: _____ Email: _____

Permit Information

Permit Number: _____ Cancellation Effective Date: _____

Was the permit paid via NU payroll deduction? (check one) YES NO

Today's Date: _____ Signature: _____

For Faculty & Staff Only

Campus Department or School: _____

Campus Address: _____

OFFICE USE ONLY

Orig. process date: _____

Lot Assignment: Abbott 441 E. Ontario
 Huron 275 E. Chestnut
 Erie

Orig. permit cost: _____ Audit #: _____

Keycard # (Chestnut/441 parkers only): _____

Date last parked: _____ Payment Type: PD SA CK CA Chart String

McGann: _____ Refund Process Date: _____

Access: _____ Refund Amount: _____

Parking and Transportation University Services—Support Services

710 N. Lake Shore Drive
Abbott Hall, Room 100
Chicago, IL 60611-3078
Phone: 312-503-1103 Fax: 312-503-9243
chicagoparking@northwestern.edu
www.northwestern.edu/userservices



NORTHWESTERN
UNIVERSITY