



1. TERMS AND CONDITIONS

This form is to be used by a permanent Capitol Mall employee who wishes to cancel all parking permit(s) related to the Capitol Mall parking system. This form must be completed and submitted to Capitol Mall Parking along with any and all permits in the employee's possession. We will then issue an authorization for termination to the employee's payroll office to affect a cessation of the monthly fee deduction. All payroll clerks shall obtain authorization for termination from Capitol Mall Parking prior to terminating the parking fee deduction from an employee's deduction schedule.

Monthly parking fees are deducted from the first paycheck of the month for that month's parking privileges. Contact your payroll office or HR personnel about their cutoff schedule for deduction changes, and be sure this form is received by Capitol Mall Parking at least one week prior to that date to assure cancellation.

2. APPLICATION FOR CANCELLATION

Incomplete or inaccurate information may result in delayed processing. Please make sure all information is **complete** and **correct**.

Name (Last, First)		
Office Phone Number		
State Agency where you are working	Department:	Division:
Work E-Mail Address		
Signature		Date:

3. PERMIT CANCELLATION

Print and deliver/mail/email this completed form, along with any/all parking permits in your possession, to the office of Capitol Mall Parking in the basement of the State Parking Garage, **550 W. State Street**.

TO MAIL BY U.S. POSTAL SERVICE, address to:
*Capitol Mall Parking, Facilities Services
 550 W. State Street, Parking Garage Basement
 Boise, ID 83702*

TO MAIL BY STATEHOUSE MAIL, address to:
"Capitol Mall Parking, Parking Garage Basement"

TO E-MAIL BACK FORM, e-mail to:
"parking@adm.idaho.gov"

QUESTIONS? CALL or E-MAIL 208-332-1932/208-332-1965 or parking@adm.idaho.gov