

University of Denver
Parking and Transportation Services

2130 S. High St., Denver, CO 80208

parking@du.edu

303-871-3210 Office 303-871-2661 Fax

Permit Return Form – Please Print

PERMIT MUST BE PHYSICALLY RETURNED TO RECEIVE REFUND. Refunds will be issued via original method of payment, except for cash. Student billing and Payroll deduction refunds will be refunded according to the student billing or payroll schedule. All other payment forms will be refunded through the University of Denver accounts payable office, which can take up to a month to process. Refunds are based on a prorated fee schedule plus a \$5.00 processing fee. Additionally, refunds will be applied to any unpaid citations before a refund is issued.

Date: _____

Last Name: _____ First Name: _____

Pioneer ID Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

University Affiliation (circle one): Student Employee Other _____

Student Schedule (circle one): Semester Quarter

Returned Permit Number: _____ Returned Permit Lot: _____

Signature: _____

For Office Use Only

1. Payment Method for Returned Permit: Cash / Check / Credit / Payroll / Student Billing / DT
2. Customer's citation history reviewed and customer explained that refund will be applied toward any unpaid balances? _____ Staff initials
3. Customer info been updated in Flex, including notes on the refund request? _____ Staff initials
4. Method of refund? (Circle) Credit Card / Accounts Payable / Student Bill / Payroll / Touchnet / DT
5. Refund amount? _____ New Charge amount? _____ Staff initials _____
6. Refunded in Flex? _____ Refunded through Touchnet? _____ Refund/Exchange in Banner _____
7. New Permit Number: _____ New Permit Lot: _____

Comments _____
