

PARKING DECAL REFUND REQUEST

The following information is required by the IRS in order to issue any monies for a parking decal refund.

Requirements for refund authorization:

1. Verification of separation of an employee or student status or sale of vehicle with proper documentation.
2. Return of all current year decal remnants.

No refund will be given on purchase of additional \$15.00 decals **-OR-** when all decal remnants are not returned **-OR-** decals that are paid by payroll deduction.

Refundable amount is determined by the date the decal is returned and the refund schedule listed in the SIUC Motor Vehicle Regulations.

PLEASE PRINT (All Fields Required)

Name: Last _____ First _____ MI _____

Mailing Address _____

City _____ State _____ Zip Code _____

SSN# _____ XXX-XX-_____ Student or Employee

SIUC DAWG TAG # _____ AIS Employee # _____

Decal #'s _____

Date Form & Decal Remnants Returned to Parking Division Returned _____

Office Use: All Decal Remnants Returned All Receipts Attached

Number of current year decals purchased by customer _____

Clerk: One of the following verification types must be selected

- | | |
|---|--|
| <input type="checkbox"/> Graduation Requirements Letter | <input type="checkbox"/> Employee Resignation Form |
| <input type="checkbox"/> Withdrawal from SIUC Form | <input type="checkbox"/> Notarized Sale of Vehicle |

Clerk _____ Date _____