

# 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.
3. All above must be received in the SIU Parking Division Office by Dec 31st in order for refund to be processed.

**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 pretax 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 \_\_\_\_\_ Phone \_\_\_\_\_

Student  or Employee

SIUC Carbondale Dawg Tag # \_\_\_\_\_ AIS Employee # \_\_\_\_\_

Date Form & Decal Remnants Returned to Parking Division \_\_\_\_\_

## This section is for Parking Division Personnel use ONLY

All Decal Remnants Returned

Number of current year decals purchased by customer \_\_\_\_\_

Graduation Requirements Letter  Employee Resignation Form

Withdrawal from SIU Carbondale Form  Notarized Sale of Vehicle

Parking Division Clerk \_\_\_\_\_ Date \_\_\_\_\_