



City of Yakima

# Parking Permit Cancellation Application

After you complete this application form, please submit via email to [utilities@yakimawa.gov](mailto:utilities@yakimawa.gov). Applications may also be mailed to 129 North 2<sup>nd</sup> Street, Yakima, WA 98901 (Attention: Utilities/Parking), or dropped off at City Hall.

## 1. Applicant Information

Today's date: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Any refunds will be provided in the same method that payment was made through the parking permit portal, IPS Group. Refunds will come from IPS Group, and may take between 5 to 7 business days to appear in your account.

## 2. Permit Type

Monthly: ( )      Quarterly: ( )      Semi-Annual: ( )  
Annual: ( )

## 3. Permit Number

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_  
Vehicle make: \_\_\_\_\_ Year: \_\_\_\_\_

By my signature below I am applying to cancel the permit listed above. I understand that I will only receive a refund for each full calendar month remaining in the period for which the permit was issued and no refund of the permit fee will be issued for a partial calendar month as outlined in Yakima Municipal Code section 9.50.200(A) (12). I understand that the parking permit vendor, IPS Group, anticipates the refund to be processed within 5-7 business days.

I certify under penalty of perjury that I am the permit holder of the permit listed herein, have the authority to request cancellation of the permit and receive a refund if entitled to one under the Yakima Municipal Code, and that the information provided herein is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_