



# The Winnipeg Parking Authority Permit Cancellation Form



To cancel your permit, fill out this form and submit it by email: [wpa-permits@winnipeg.ca](mailto:wpa-permits@winnipeg.ca)  
or fax: 204-986-5155

## Customer Information

Name \_\_\_\_\_ Email \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
City of Winnipeg Employee ID # (if applicable) \_\_\_\_\_

## Permit Information

Permit # \_\_\_\_\_  
Permit Type: ☐ Surface Lot ☐ Parkade ☐ On-Street  
Location (if applicable) \_\_\_\_\_  
Cancellation Date (1 month written notice required) \_\_\_\_\_  
Reason for cancelling \_\_\_\_\_

## Permit Cancellation Terms & Conditions

As per the Terms and Conditions of the Parking Agreement, one calendar month's written notice is required for cancellations. The cancellation must be received by the Winnipeg Parking Authority by the 1st of the month for cancellation to be effective on the last day of the month. The 1 month notice period will not start until this form has been successfully received by the Winnipeg Parking Authority. Failure to submit the form with proper notice prior to the requested cancellation date will result in charges continuing until a month's notice has been provided. All parking equipment (transponders, access cards) must be returned to the Winnipeg Parking Authority Office (495 Portage Avenue, Winnipeg, MB R3B 2E4), by the 5th day in the effective cancellation month - after this time any equipment deposits would be forfeit.

**SIGNATURE INDICATES UNDERSTANDING AND ACCEPTANCE OF ALL OF THE ABOVE TERMS AND CONDITIONS**

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

### Office Use Only

PERMIT CANCELLATION EFFECTIVE DATE: \_\_\_\_\_  
Transponder Deposit Amount \$ \_\_\_\_\_ to be Refunded ☐ or Forfeited ☐  
Payment Method to be stopped: \_\_\_\_\_

Form Received By: \_\_\_\_\_  
Electronic Copy to WPA (Lot administrators) ☐  
Copy to Finance (WPA Permits) ☐

**UID Number:** \_\_\_\_\_