CITY OF LOS ANGELES
30-DAY VANPOOL WITHDRAWAL NOTICE

MAIL TO:
Commute Options & Parking Section (COPS)
200 N. Spring St., City Hall Rm. 867
Los Angeles, CA 90012
Mail Stop 621

I hereby give notice to the Commute Options & Parking Section of my intent to withdraw from Vanpool No. _____ as a (check one):

☐ **Passenger** ☐ **Driver**

Effective * _____ _____ , 20 _____
(Month) **(Day)** **(Year)**

_____ **X** _____
Employee Name (Print) **Employee Signature** **Date**

Reason for Withdrawal: _____

_____

_____

** If you are on payroll deduction, you must also complete a Cancellation of Vanpool Payroll Deduction card.

** In order to receive a refund for additional fare paid beyond the notice period, you must complete the City's Claim for Refund for Vanpool form.

Notes:

*Withdrawal becomes effective thirty (30) days from the date of receipt at COPS.

** These forms should be submitted with this Withdrawal Notice.

(For COPS Only)

Received and Processed by the City of Los Angeles Commute Options & Parking Section:

_____ _____
Date COPS Representative's Signature

Revised 1-5-09