

## Cancelling / Changing Your Staff Parking Permit

If you no longer require a parking permit or want to change to a different type of permit, follow the applicable steps listed below.

**TIP:** when cancelling your permit, keep in mind that you will still incur charges for a full month, regardless of the number of days in the month that the parking pass is used. Monthly charges are not prorated.

If you are:	Then follow the steps below:
Staff and are temporarily cancelling your parking permit	<ol style="list-style-type: none"> <li>1. Contact Parking Services and notify them that you want to temporarily cancel your parking permit by either:               <ol style="list-style-type: none"> <li>a. Calling: 519-661-3973</li> <li>b. Emailing: <a href="mailto:wparking@uwo.ca">wparking@uwo.ca</a> from your Western email address; emails from other addresses will not be accepted.</li> <li>c. Visiting the <b>Parking Services Office*</b></li> </ol> </li> <li>2. Store your Hang Tag in a secure location, so that you have it when you want to obtain a parking permit again.</li> </ol> <p><b>Note:</b> Payroll deduction will be cancelled at the end of the month. Please check your next month's payroll to ensure the deduction has been cancelled.</p>
Staff and are permanently cancelling your parking permit	<ol style="list-style-type: none"> <li>1. Verify you do not have any outstanding campus parking tickets. Follow the steps in the 'Help' document 'Viewing /Paying Campus Parking Tickets' located here: <a href="https://www.uwo.ca/parking/infractions/index.html">https://www.uwo.ca/parking/infractions/index.html</a></li> <li>2. Arrange to pay any outstanding parking fines you may have.</li> <li>3. Take your Hang Tag to <b>Parking Services*</b>.               <ol style="list-style-type: none"> <li>a. You will receive your deposit refund if there are no outstanding campus parking tickets or other fees.</li> </ol> </li> </ol> <p><b>Note:</b> Payroll deduction will be cancelled at the end of the month. Please check your next month's payroll to ensure the deduction has been cancelled.</p>
Have retired and want to switch to a Retiree Permit	<ol style="list-style-type: none"> <li>1. After your retirement date has passed, bring a letter that reflects your retirement date, and your current Hang Tag (if applicable) to <b>Parking Services*</b> to convert your permit to a Retiree Permit.</li> </ol> <p><b>Note:</b> Monthly parking fees do not apply. For details, refer to: <a href="https://www.uwo.ca/parking/permits/retirees.html">https://www.uwo.ca/parking/permits/retirees.html</a></p>

\*For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>