



MBC Human Resources
350 South 5th Street, Room 104
Minneapolis, MN 55415

Metropass Cancellation/Suspension Request Form

☐ Cancellation Request

Please cancel my participation in the Metropass program effective _____
Last day of month

Check the reason: ☐ **Retirement / Resignation** - Retirement or Resignation Date: _____
☐ **Other**

- I understand that because I pay in advance, my cancellation form must be submitted by the first Friday of the month of the cancellation date.
Example: To cancel participation effective October 1st, submit a request on or before the first Friday of September.
- I understand that there will be no refunds issued for late cancellations or terminations from employment.
- I understand that my Metropass must be returned to the MBC Human Resources department at the time the cancellation becomes effective.
- I understand if I cancel participation and later re-enroll in the program, I must submit an Enrollment/Re-Enrollment form by the first Friday of the month prior to the benefit month.
Example: To re-enroll starting October 1, the form must be received by the first Friday in September.

☐ Suspension Request – 3 months or less

(If longer than 3 months, please cancel; you will receive a new card when you re-enroll)

Please suspend my participation in the Metropass program effective _____ and reinstated on the following date: _____
Last day of month
First day of month

- I understand that because I pay in advance, my cancellation form must be submitted by the first Friday of the month of the suspension request date.
Example: To suspend participation effective October 1st, submit a request on or before the first Friday of September.

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|------------------------------|--------------------|-----------------------|
| Employee Name (please print) | Employee ID Number | Work Telephone Number |
| Employee Signature | | Date |

Monthly Metropass costs may change. Employees will be notified of any change in the monthly cost.

Return this form to Nicole Moua by email nicole.moua@municipalbuilding.org or in person