



GARAGE AT POST OFFICE SQUARE

Are you canceling your Park Card?

- To cancel your *Park Card* account, please complete the following.
 1. Complete the identifying information at the top of the form.
 2. Next, complete Section A of the form.
- Once you have completed the information listed above, print the form, sign it and take it, in person, to the garage office, located on the lobby level of the garage, for processing.
- Please remember, *The Park Card* is a pre-paid parking program. Thus, the balance in a *Park Card* account is the *value* of pre-paid parking in the *Park Card* account and is not a cash balance. Accordingly, the balance in a *Park Card* account is not refundable. Please see the terms and conditions on *The Park Card* form for additional details.

Are you updating your Park Card Account Information?

- To update contact, vehicle or billing information on your *Park Card* account complete the identifying information at the top of this form and the relevant information in Section C.
- Then print the form, sign it and take it, in person, to the garage office, located on the lobby level of the garage, for processing.

Should have any other questions regarding this form or your *Park Card* account, please contact the garage manager at 617.423.1430 or customer service at 617.423.1500 or contact us via our website at www.posquare.com.



GARAGE
AT
POST
OFFICE
SQUARE

Zero Post Office Square
Boston, Massachusetts 02109
TEL 617-423-1430
FAX 617-423-2141
www.posquare.com

**THE PARK CARD
CANCELLATION &
INFORMATION
CHANGE FORM**

Today's Date: _____ Effective Date of Change: _____

Cardholder's Name: _____

Park Card Number: _____

Email Address: _____

Fleet Account: Yes No If Yes, Fleet Account Number: _____

Please select one of the following:

A: CANCEL CARD

Reason: _____ Last Use Date: _____ Mgr Initial _____

B: REPLACE CARD

Reason: Faulty Card Lost Card

Office Use Only Fee Charged: \$ _____	Payment Method: _____	Mgr Initials: _____
--	-----------------------	---------------------

Issued New Card #: _____ Mgr Initial _____

(ATTACH APPLICATION)

C: UPDATE ACCOUNT INFORMATION

Transferring a card to a new cardholder is not permitted under this section of the Change Form. To transfer a card, the old customer must complete the cancellation section of this form and new customer must complete a new Park Card application.

Update Current Cardholder's Information (supply changed information below)

Cardholder's Name: _____

Company: _____

Vehicle Owner's Address: _____

STREET	CITY	STATE	ZIP
--------	------	-------	-----

Business Phone: _____ Home Phone: _____

Fax Number: _____ Cell Phone: _____

Email Address: _____

Vehicle Information: _____

MAKE	MODEL	YEAR	COLOR
------	-------	------	-------

License Plate: _____

STATE	NUMBER
-------	--------

Credit Card Type: Personal Corporate Automatic Withdrawal Amount: \$ _____

Credit Card: Master Card VISA AMEX Discover

Credit Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

Cardholder's Signature: _____ Date: _____

Change Authorized by: _____ Date: _____

GARAGE MANAGER ONLY

Please print, sign, and submit to the garage office.