



## 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 submit it to the Garage office, located on the lobby level, or email it to [p.o.info@posquare.com](mailto:p.o.info@posquare.com) for processing. **Cancellations must be authorized by the Garage Manager to be valid.**
- 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.
- Print the completed form, sign it, and submit it to the Garage office, located on the lobby level, or email it to [p.o.info@posquare.com](mailto:p.o.info@posquare.com) for processing.

If you have any other questions regarding this form or your *Park Card* account, please contact the Garage Manager at 617.423.1430 or email us at [p.o.info@posquare.com](mailto:p.o.info@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

Issued New Card #: \_\_\_\_\_ Mgr Initial \_\_\_\_\_

(ATTACH APPLICATION)

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

☐ 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

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.*