



MBC Admin/HR Benefits
350 S. Fifth St. – Room 105
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 Other

Date of event Retirement or Resignation: _____

- 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 September 30th, 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 Admin/HR Benefits Office 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 previous 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 _____
Last day of month

CHOOSE ONE:

I would like to have my current pass reinstated on the following date _____
(Reinstatement must be within three months) First day of month

- I understand that to re-enroll following a suspension of more than three months, I must submit an Enrollment/Re-enrollment form to Benefits by the first Friday of the month.

Example: To suspend participation effective March 31st, submit a request on or before the first Friday in March.

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 by email (Nicky.Giancola@municipalbuilding.org) or inter-office (MBC Admin/HR Benefits-Room 105)