

MONTHLY SUBSCRIPTION PASS CANCELLATION FORM

The City of Mason accepts Subscription Pass cancellations only in writing. Notice of cancellation must be received at least 30 days prior to the 15th of the month in which you want to cancel. The cancellation will take effect on the SECOND 15th of the month after it is received. One more debit to your account will be made after notice is received. Your pass will remain active until the second 15th of the month after we receive your notice of cancellation.

Household Information

Head of Household (first, middle & last)		Household ID if known
Street Address	City	ZIP code
Home Phone	Work Phone	Cell Phone

Reason for cancellation:

You may only cancel your own adult pass. You may cancel a youth pass for a child for whom you are a parent or guardian. Family passes will be canceled for ALL family members on the pass. Please list ALL family members below. (Please print.)

I wish to discontinue the monthly Subscription Pass to the Mason Community Center for the individuals named above. By signing this form, I certify that the passes listed above were originally authorized by me and understand that passes for all persons listed will be cancelled.

Signature	Date
Print Name	

Please return this form to the customer service center at Mason Community Center or mail or fax it to the Customer Service Center Supervisor at the address on the top of this form.

STAFF USE ONLY Household ID:	Last Bill Date:	Passes Expire On:
Residency:	Processed by (MCC Staff member):	Process Date: