

GROUND TRANSPORTATION PERMIT TERMINATION

Claim for Reconciliation or Refund of Bond Deposits

Ground
Transportation Unit
P.O.Box 8097
San Francisco, CA 94128
www.flysfo.com

1. Claimant Name: _____ TCP# _____
2. dba: _____ Permit # _____
3. Address: _____
4. Telephone #: _____ Cell #: _____
5. Email: _____
6. To whom payment was made: City & County of San Francisco, Airport Commission – Ground Transportation
7. Warrant Purpose(s): Bond / Transponder Deposit or Other: _____

WARNING! After your permit is terminated, you must wait nine (9) months before requesting another permit!!

This claim is to be filed within one year after the last item of the account or claim accrued, with the head of the department, board or commission originally receiving the money and the amount claimed is justify due. All decals and transponders must be returned to the GTU **within 10 business** days from the date signed. If the transponder(s) is/are still missing, the cost of the transponder will be deducted from your deposit. The cost of a limousine transponder is \$100 and \$68 for van or bus. Furthermore, any trips associated with the missing transponder will be your responsibility unless a lost transponder report with has been filed with the SFPD. The refund will not be issued until after the completion of one billing cycle. All outstanding fees and/or fines owed to the Airport will be deducted from the refund. Any credit balance in the accounts receivable will be refunded. **THE FINAL AMOUNT OF REFUND IS SUBJECT TO SFO ACCOUNTING VERIFICATION. REFUNDS MAY TAKE UP TO 90 DAYS FROM THE EFFECTIVE DATE OF GTU APPROVAL.**

[] I DECLARE (OR AFFIRM) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

FED. TAX ID: _____ *Signed: _____ (Owner or Power of Attorney)
Or
SS No.: _____ Date Executed: _____

*Please mail completed form to:
SFO, Ground Transportation Unit
P. O. Box 8097
San Francisco, CA 94128 8097*

To Be Completed By Airport GTU/ Accounting Staff

Tenant is revoked with CPUC; and/or

Tenant has been notified via letter that their permit is terminated.

Other: _____

Amount of Bond(s) Paid:	\$ _____
Amount of Transponder(s) Paid:	\$ _____
Amount of Outstanding Transponders Owed:	\$(_____) Invoice #: _____
Amount of Outstanding Administrative Fines Owed:	\$(_____) Invoice # _____
Amount of Outstanding Trip Fees Owed: (Accounting)	\$(_____) Invoice # _____
Amount of Outstanding AR (Accounting)	\$ _____
Total Amount of Refund Approved:	\$ _____

RECOMMENDED FOR TERMINATION:

APPROVED FOR TERMINATION:

GTU Staff Member Date

GTU Manager – Derek Phipps Date

Original sent to Accounting, copy in GTU file _____
(Initial and date)

Accounting Office Date