



Annual Parking Permit Reimbursement Form

Only annual parking permit holders are eligible to receive a permit refund. Eligible refunds will only be made in full month increments (See next page for refund examples). A one-time processing fee of \$20.00 will be applied to the approved refunded amount. To receive a refund, the permit holder must fill out the form completely and submit it along with the Village issued Annual Parking Permit to the Roselle Finance Department located at Village Hall, 31 S. Prospect St. by mail or using the Drop Box in front of Village Hall. Refund checks will be mailed within 30 days of receipt.

Make refund check payable to:

Permit Holder Name (print) _____

Phone _____

Address _____

City/State/Zip _____

*****Reimbursement forms submitted without permit will NOT be processed*****

Applicant Signature: _____

Date: _____

For office use only:

North/South Lot:

5811225-42080

Maple Lot:

5811225-42090

Total Refund Amount \$ _____

Approved: _____

(Finance Director)

Date: _____

Annual Parking Permit Reimbursement Examples

| Annual Permit Type | Date Refund Submitted | Eligible Refund | Processing Fee | Total Refund |
|---------------------------|------------------------------|------------------------|-----------------------|---------------------|
| North and South Lot | June 30 | \$150.00 | \$20.00 | \$130.00 |
| North and South Lot | July 1 | \$125.00 | \$20.00 | \$105.00 |
| | | | | |
| Maple Ave Lot | June 30 | \$85.00 | \$20.00 | \$65.00 |
| Maple Ave Lot | July 1 | \$70.83 | \$20.00 | \$50.83 |