

## Cancel or suspend MetroPass form

To cancel or suspend your card on the first of the next month, fill out and submit this form by **10 a.m. on the 23rd of the month**. Otherwise, cancellation/suspension takes effect the following month.

**Employee Name:**

**Employee ID #:**

**Phone Number:**

**Email:**

### MetroPass Cancellation

Yes, I would like to cancel my MetroPass effective

- MetroPass cancellations must be the 1<sup>st</sup> of the month.
- The Benefits Division will cancel your payroll deduction and notify you once your request has been processed.

### MetroPass Suspension

Yes, I would like to suspend my MetroPass effective \_\_\_\_\_ and re-started

- A MetroPass can only be suspended for a maximum of 3 months.
- MetroPass suspension and re-start must be the 1<sup>st</sup> of the month.
- MetroPass suspensions that do not list a re-start date will not be processed.
- The Benefits Division will cancel and re-start your payroll deduction and notify you once your request has been processed.

**Signature:**

**Date:**

NOTE: You must download the PDF form from the browser to be able to sign it.

[Learn how to sign forms electronically](#), or print a hardcopy, sign, scan, and email this form to [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us)

Once you press "Submit", an email will pop up addressed to [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us) with the PDF file attached. Press "Send" to submit the form. A record of your submission is available in your email's Sent box.