



City of Sacramento
Public Works Department
Parking Services Division

300 Richards Blvd., 2nd Floor
Sacramento, CA 95811
Fax: 916-808-5115

June 17, 2016

Dear Merchant Validation Coupon Customer:

During the installation phase of the garage system upgrade, typically lasting for approximately two weeks, all garage equipment is removed to install the new system.

This upgrade will utilize more advanced validation options. Therefore, any current \$5 merchant validation coupons will no longer function during or after the upgrade and will require an exchange for the new validations. The current validations will continue to work at any garage not yet undergoing upgrades.

Merchants may exchange any unused and non-expired \$5 merchant validation coupons from the old parking system for new validation coupons.

Exchange requests may be placed online at: www.SacPark.org

- Choose **Forms & Applications** (menu on left side of the screen)
- Scroll down the page to **Discount Forms**
- Click on **Online Merchant Validation Re-Order Form**
- Please allow up to 3 business days for printing

You may also use the online form to re-order more coupons. The new validations will continue to be sold in batches of 100. Staff will call the contact number you provide on the form when your order is ready for pickup. The Customer Service office is located at:

REVENUE DIVISION:

New City Hall
915 I Street (First

OFFICE HOURS:

Monday – Friday (Excludes City Holidays)
8:30 a.m. – 4:30 p.m.

The new validation coupon will be printed on thermal, receipt type, paper and will contain a QR code. To exit a garage using the new validation, simply insert the parking ticket, then scan the QR code from the validation coupon to view and pay the discounted fee.

Alternate, paperless merchant validation options will also be introduced at a later date. You may visit our website at www.sacpark.org to learn of these when they become available.

We appreciate your patience and cooperation during this transition. If you have any questions please call Kenya Williams at 916-808-5117 or Jason Beckstrom at 916-808-5324.