# Change Order Form
## Monthly Parking

**Select Requested Service(s)**

☐ Card or Hangtag Replacement – Lost, Damaged or Demagnetized

☐ Cancel AutoPay ONLY ☐ Address Change ☐ Close (Cancel) Account

**Card Pick-Up Locations (Please Check one)**

On the 4th business day after submitting paperwork your access card will be available for pick-up at the location you choose below.
All fees must be paid before your access card can be picked up. Admin fees will not be accepted at the parking garages.

| | |
|---|---|
| ☐ Revenue Counter – 915 I St., Room 1214 | Services **ALL** garages. Walk-in customers, please call (916) 808-5110 for customer service counter hours. |
| ☐ Downtown Plaza East Garage – 597 L St. | Services **Downtown Plaza East & West Garages**. Walk-in customers only between 9:00 a.m. – 4:00 p.m. |
| ☐ City Hall Garage – 914 11th St. | Services **City Hall and Capitol Garages**. Schedule pick-up time with Parking Lot Supervisor by calling (916) 808-5351. |
| ☐ Old Sacramento Garage – 2nd & I St. | Services **Old Sacramento and Tower Bridge Garages**. Schedule pick-up time with Parking Lot Supervisor by calling (916) 808-5642. |
| ☐ Memorial Garage – 805 14th St. | Services **Memorial Garage**. Schedule pick-up time with Parking Lot Supervisor by calling (916) 808-5577. |

**Provide Detailed Information**

☐ **COMPANY** ☐ **INDIVIDUAL** ☐ **CITY DEPARTMENT PAID PARKING**

Company/Individual Name: _____ Change Effective Date: _____

Phone Number: _____ _____ _____
Residence Work Email

Access Card #: _____ Vehicle License #: _____ Garage/Parking Lot Name:_____

Comments: _____

**If your contact information has changed, please update here:**

Name (Individual or Company): _____
Last Name First Name MI

Address: _____
Street City State Zip

Phone Number: _____
Home/Cell Work Email

Signature: _____ Date: _____

**This application may be mailed, faxed or physically delivered to:**

**Physical Address**:
City of Sacramento, Revenue Services
915 I Street, Room 1214
Sacramento, CA 95814

**Mailing Address:**
City of Sacramento, Parking Services Division
300 Richards Blvd., Second Floor
Sacramento, CA 95814
Phone: (916) 808-5110 Fax (916) 808-5115

Customer Service Rep:_____ Date:_____ **Office Use Only** Accounting Rep:_____ Date:_____

❒ New ❒ Replacement ❒ Individual Access Card ❒ Company Account ❒ Carpool

Access Card #_____Account # _____Participant # _____Garage/Lot:_____ Amount Paid: _____