



## REFUND OF PARKING DECAL FEES CHECKLIST

**The current parking decal must be returned (even in pieces)** by the 4<sup>th</sup> of the month to receive a refund for the current month up to the expiration date of the parking decal. For example, if you return the parking permit with an expiration date of 12/31 on August 4th, your refund would include the months August thru December. [Click here](#) to complete the "Tenant/Employee Parking Fee Refund" form.

- Complete the "Tenant/Employee Parking Fee Refund" form.
- Print in Block letters your name, address, and employer.
- Current parking decal (even in pieces) must be returned.
- Send the required documents by the 4<sup>th</sup>, postmark dates will be accepted.
- Mail to: **Oakland International Airport**  
**Attention: Mimi Pappaly**  
**1 Airport Drive – Box 45**  
**Oakland, CA 94621**
- A refund check will be sent to your address in approximately 3-4 weeks.