



## OAK GROUND TRANSPORTATION CEASE OPERATION FORM

This form is for the intended use of current Ground Transportation Tenants who wish to terminate their operation with the Oakland Airport. In the space below, please provide your company information. If you are requesting for a refund of your security deposit, and to expedite the process, please provide a copy of your deposit check, and/or deposit receipt. The OAK transponder(s) and OAK permit(s) must be returned in order to process your refund.

### Company Information

Company Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

DBA: \_\_\_\_\_ Tenant #: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Must match Port's records)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date Operation Ceased: \_\_\_\_\_ TCP#: \_\_\_\_\_

Special Handling Instructions: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only (Supporting Documentation is required for processing)

Outstanding Invoice:  Yes  No      Comments: \_\_\_\_\_  
(If yes, inquire with Operator whether to deduct from deposit or pay outstanding fee upfront.)

OAK Permit Returned (Required):  Yes  No      Comments: \_\_\_\_\_

OAK Transponder Returned (Required):  Yes  No      Comments: \_\_\_\_\_

Refund Security Deposit Amount: \$ \_\_\_\_\_

Signature of Responsible Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name, Title: \_\_\_\_\_