



**EVERY  
COMMUTE  
COUNTS**

## Vanpool Cancellation / Moving to Another Vanpool Form

Use this form to cancel your vanpool membership and/or move to another vanpool. If you are only cancelling your vanpool membership, complete the top part of this form. If you are moving from one vanpool to another vanpool, complete the top and bottom portions of the form. This must be done at least 15 days prior to cancelling your vanpool membership or switching to another vanpool.

Once you've completed the necessary part(s), save it as a PDF, attach it to an email, and email it to [info@EveryCommuteCounts.org](mailto:info@EveryCommuteCounts.org) or print it out and mail it to: Every Commute Counts, 11520 Commonwealth Drive, Louisville, Kentucky, 40299. Thank you.

Name: \_\_\_\_\_ Member ID: \_\_\_\_\_

Vanpool Name: \_\_\_\_\_

Vanpool Point of Contact Name: \_\_\_\_\_

My last day of membership will be: \_\_\_\_\_

Reason for Cancelling Membership: \_\_\_\_\_

Do you wish to remain in the *Every Commute Counts* database for commute logging and ridematching?  YES  NO

Per the Membership Agreement, you are required to notify Every Commute Counts staff and your Vanpool Point of Contact at least 15 days prior to your last day in the vanpool. This notice allows time to recruit a replacement passenger for your seat. Please note that Every Commute Counts does not prorate monthly fares; you will be responsible for the full month's payment. All vanpool keys must be returned to your Point of Contact prior to your last day in the vanpool. Failure to return the key will result in a \$125 fee.

I, \_\_\_\_\_, for the Vanpool Cancellation Notice, warrant the truthfulness of the information provided herein.

\_\_\_\_\_  
Signature (if submitting electronically, type full name on the line above. If faxing or mailing, sign in ink and return) Date

**\*IF SWITCHING TO ANOTHER VANPOOL, PLEASE COMPLETE THE SECTION BELOW**

Name of Vanpool You're Moving to: \_\_\_\_\_

Vanpool Point of Contact (POC): \_\_\_\_\_

Two Trial Days: \_\_\_\_\_ and \_\_\_\_\_

Start Date with New Vanpool: \_\_\_\_\_

Reason for Moving to the New Vanpool: \_\_\_\_\_

[www.EveryCommuteCounts.org](http://www.EveryCommuteCounts.org)

