



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 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 inform Every Commute Counts staff and your Vanpool Point of Contact no less than 15 days prior to your last day that you will be leaving the vanpool.*** This provides the vanpool time to recruit a passenger to fill your seat. Every Commute Counts does not prorate monthly fares. You will be billed for the entire month.

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



A KIPDA Program

11520 Commonwealth Drive, Louisville KY 40299

502-267-5400, Fax 502.266-6032, Toll Free 866.822-POOL