



Port Atwater Parking
200 Beaubien Street
Detroit, MI 48226
313-259-3595

REQUEST FOR REFUND

MAILING INFORMATION:

Date: ____/____/____

Card Holder Name: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Email: _____ Phone #: _____

*Reason for Refund: _____

Attach Receipt Here:

OFFICE USE ONLY

Approved:

Denied:

*Reason for Denial: _____

Authorized by: _____ Date Submitted ____/____/____

Card Number: _____ Amount Approved: \$ _____

Instructions:

1. Print and fill out form completely.
2. Attach receipt to form (must have receipt to receive refund).
3. Make copy of form and receipt for your records.
4. Mail to or Hand deliver to Port Atwater's office at:
200 Beaubien Street, Detroit, MI, 48226, Attn: Refund Dept.
5. Any Inquires can be made by calling 313-259-3595 during office hours.

*Refunds are not guaranteed, a verification and authorization process will be done before final approval.