

**RTD REQUEST FOR REPLACEMENT DECALS OR ECO PASS CREDIT**

*(This form must be on your company letterhead to be valid.)*

**This form is submitted by the employer:**

- For replacement of decals when Eco Passes are returned by terminating employees or
- For a credit when terminating employees will not be replaced.

**Passes or decals must be submitted with this request. Please attach a list of employees' names and termination dates.**

**Employer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Number of returned passes or decals:** \_\_\_\_\_

**Replacement Decals**

Will these employees be replaced? \_\_\_\_\_ Yes

(RTD will mail replacement decals within 5-6 business days.)

*(Temporary workers, contract employees, interns, volunteers, and seasonal employees, etc., are not eligible)*

**Request for Credit**

Will these employees be replaced? \_\_\_\_\_ No

**Reason employee(s) will not be replaced:**

\_\_\_\_ Reduction in headcount

\_\_\_\_ Close of business

\_\_\_\_ Other reason: \_\_\_\_\_

**Supporting documentation for credit request attached:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Submitted by:** \_\_\_\_\_

Please print your name.

**Signature:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Submit to RTD on your company's letterhead and mail to:**

RTD Eco Pass Accounting Department

P.O. Box 9769

Denver, CO 80209

**Mail overnight special delivery to:**

RTD Eco Pass Accounting Department

1900 31st Street

Denver, CO 80216