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## ***Transmittal Form***

*For Cancellation of the Recreation Services Monthly Auto Pay Membership*

- *Cancellations must be requested before the 15th day of the current month.*
- *Cancellations must be in written format.*
- *No refunds will be issued , no passes will be prorated on cancelling.*
- *The City of Longmont/ Recreation Services is not responsible for bank overdraft charges.*

*Send your cancellation form by email, hand deliver to any recreation center or fax 303-651-8395*

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**Information Required:**

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

**Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Total Paid per Month:** \_\_\_\_\_

**Message on reason for cancellation**

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