



# Media Return Form

400 Seventh Street, S.W.  
Washington, D.C. 20590-0001  
Room P2-0327

<b>Region:</b>		<b>DOT AAM:</b>								
<b>Agency:</b>		<b>FROM:</b>								
		<b>PHONE #</b>								
<b>Employee</b>	<b>IDENTIFIER</b>	<b>WITHDRAW CUSTOMER?</b>	<b>DENOMINATIONS</b>						<b>TOTAL</b>	
Example: John Smith	1234	YES	-2-	\$30s	-2-	\$35s	-2-	\$10s		\$150
Use copies of this form if additional room is needed.										<b>TOTAL:</b>

- ▶ Media returned without this form **cannot** be credited.
- ▶ Credits will be applied only to media that was issued by the US DOT
- ▶ Expired, written-on, stapled, partially used, torn media, or vouchers without receipts still attached **cannot** be credited.
- ▶ Current monthly passes must be received by the 5th of the respective month or your agency **cannot** be credited. i.e., April passes must be returned by the 5th of April. Portland passes must be received by the 1st.
- ▶ Please do not include Applications, Withdraw Forms, changes, or any other correspondence in the Media Return Package.
- ▶ Media must be returned by overnight delivery to:

DOT/TASC TRANServe  
 400 7th Street SW  
 RM P2 0327  
 Washington, DC 20590  
 ATTN: Budget & Finance Office



