

**REQUEST FOR REFUND**  
**(Refund Transaction Greater than \$5,000)**

Merchant Name

Merchant Account Number

Description of Transaction

Why is the transaction being refunded?

Date of Original Transaction

Date of Request

Is the customer using the same credit/debit card for the refund?

Yes  No

If No, please provide reason.

Supporting documents:

Transaction receipt

Customer request

Merchant statement of account  
(including transaction for refund)

Other supporting documents - Specify:

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**SIGNATURES:**

**Merchant Signing Authority:**

**Treasury Approval:**

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**For Treasury Use Only:**

**Process Refund to:**

Credit/Debit Card

Disapproved