

REFUND REQUEST FORM

Recipient to Complete	
<i>Payee:</i> (cheque should be made out to the name on original receipt)
<i>Address:</i>
<i>Email Address:</i> Please note that (where provided) the email address will be used to forward remittance advice details for EFT payments.

Electronic Funds Transfer (EFT) details

1. Do you want the refund to be deposited directly into a financial institution account via EFT?

Yes No

2. Name the account is held in:

3. BSB number (6 digits in total)

Financial institution account number (up to 9 digits only)

4. Financial institution:

Branch:

Centennial Parklands Equestrian Centre Office Use Only		<i>Refund Details</i>
<i>Reason for refund:</i>	
<i>Initial bond amount:</i>	\$	
<i>Amount retained:</i>	\$	
<i>Reason retained:</i>	
<i>Refund amount: (ie amount payment/cheque is to be made out for)</i>	\$	
<i>Booking/Invoice Number:</i>		

Requested by:

<i>Name</i>		<i>Signature</i>		<i>Date:</i>	/	/
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Approved by:

<i>Name</i>		<i>Signature</i>		<i>Date:</i>	/	/
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VSA Finance to complete remittance advice and return to CPEC			
<i>Booking/invoice no:</i>		<i>Cheque/EFT no:</i>	
<i>Payment/cheque amount:</i>	\$	<i>Date of payment/cheque:</i>	
<i>Payment in favour of:</i>		<i>Remittance returned to:</i>	