|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Refund and Transfer Request Form** | | | |
|  |  |  |  |  |
|  | **Requestor to Complete in full *Incomplete forms will be returned to requestor*** | | | |
|  |
|  |
|  | **Request Type** | **Refund** | | |
|  | **Date** |  | | |
|  | **Recipient** |  | | |
|  |  | *Customer Name must match proof of bank account if refund is requested* | | |
|  | **Contact Telephone** |  | | |
|  | **Contact Email** |  | | |
|  |  |  |  |  |
|  | **Company** | **Cristal Air International Ltd** | | |
|  | **NAV Number** | **N/A** | | |
|  | **Reason** | **Marketing Promo** | | |
|  |  | ***Settlement Agreements must be attached:*** | *The date for payment specified in the Settlement Agreement must be kept and Accounts Payable must be notified of exact date payment is to be made* | |
|  |  |
|  | **Notes** |  | | |
|  |
|  | **Amount** |  | *Approver must have appropriate DFA* |  |
|  | **Credit Balance** | **Yes** | *Refunds will not be processed without a credit balance* | |
|  | **Bank Details Attached** | **Yes** | *Refunds will not be processed without proof of bank account* | |
|  |  | ***Acceptable forms of proof of Bank Account:*** | *Deposit slip Screenshot of bank, account name, and account number Bank account print-out* | |
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