

# REFUND RECEIPT

Receipt Number:

Date:

Original Reference:

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## REFUNDED TO

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## ORIGINAL ACCOUNT / TRANSACTION

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Account ID:

Original Invoice Date:

Overpayment Reason:

Description	Amount Paid	Actual Charges	Refund Amount
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Subtotal

Tax Adjustments

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**Total Refunded**

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## REFUND ISSUANCE DETAILS

Refund Method:

Transaction / Check Number:

Processing Date:

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AUTHORIZED SIGNATURE