

**ACCOUNTS RECEIVABLE  
OVERPAYMENT REFUND VOUCHER**

Voucher No: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Account No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Description / Reason for Overpayment	Original Reference / Invoice #	Amount
<b>Total Refund Amount:</b>		

**Method of Refund:**

Check

Bank Transfer / ACH

Credit Card Reversal

Other

Reference / Check No: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

\_\_\_\_\_  
Prepared By (A/R Clerk)

\_\_\_\_\_  
Approved By (Manager)

\_\_\_\_\_  
Recipient Acknowledgement