



TouchNet Mason Marketplace Refund Request Form

Refund Notice:

Refunds are only granted in accordance with the specific Marketplace Refund Policy provided at the time of the original transaction. If extenuating circumstances should be considered for waiving the refund policy, please include specifics in the "Reason for Refund Request" space.

** = Required Fields*

Date of Request*:

Customer Name*:

G# (if applicable):

Order Number of TouchNet Transaction Needing Refund*:

Date of original charge transaction*:

Amount of original charge transaction*: \$

Last 4 digits of credit card used:

uStore or uPay site from which transaction was placed*:

Refund Amount Requested*: \$

Reason for Refund Request*:

Description of any supporting documentation attached:

For Office Use Only

Approved By:

Title:

Signature: _____

Date Approved:

Refund Processed By:

Title:

Signature: _____

Date Processed:

Comments: