



Credit/Debit Card Refund Request

USF ID #: _____

Term: _____

Name: _____

Original Transaction amount: _____

Amount to be refunded: _____

Credit/Debit Card Information:

ANY REFUND DUE *MUST* BE CREDITED BACK TO ORIGINAL CARD PROCESSED

**** REFUNDS ARE PROCESSED WITHIN 10 BUSINESS DAYS. IT CAN TAKE UP TO 30 DAYS AFTER PROCESSING FOR THE CREDIT TO SHOW UP ON YOUR CARD STATEMENT****

Card Type: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Last Four Digits of Card Used:

Signature Authorization: _____ **Date:** _____

CONTACT INFORMATION (Please Complete):

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

FOR OFFICE USE ONLY

Refund processed by: _____ Date: _____

Please email the completed form to: sfshelp@usf.edu

University Controller's Office: Cashier's Office
University of South Florida * 4202 East Fowler Ave, SVC1039 * Tampa, FL 33620-5800