E-Commerce Refund Request Form

| Department Name: | | E-commerce Account #: | | Request Date: |

Chartfield: ___ _____ _____ _____ _____ _____ ____
BU   ORG   FUND   ACTIVITY   PROJECT   ACCT   AU

Date Card Charged	Name	Card Type	Amount of Original Transaction	Request/Transaction ID or Nelnet Order#	Amount to Refund

1) Only 1 E-commerce account per form. (Req ID can be found in CIS, WFG Credit Card Detail **OR** in the order detail in UMarket. Labeled "Transaction ID") (Nelnet Order# can be found in the Storefront under Sales > Orders)
2) List the Chartfield for us to charge for the refund to the cardholder.
3) Email request to Sherrie Johnson: sherrie.johnson@income.utah.edu
4) You will not receive a confirmation. *Please check your **WFG Credit Card Detail** the following day for Checkout Pages and check your **Nelnet account** for Storefront refunds to verify the refund has been processed.*