



# Refund Request Worksheet

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Accounting code: OXPQPQ0024PQPSCRTPUBLICUSDA/0203

Date:

Note: Please attach any documentation that supports the refund

## Company Information

Company or individual name:

PCIT Org ID number:

Phone number:

Contact person:

Contact email:

Address:

Reason for refund:

## Payment type used to fund PCIT

*(Fully complete the appropriate payment type below. Worksheets with missing information will be returned)*

**1. Physical check** \* Available only when ACH or credit card refunds are possible. A current IRS Form-W9<sup>1</sup> must be submitted with the refund request.

Financial institution name:

Financial institution routing number (RTN):

Tax Identification Number (TIN):

Depositor account title:

Depositor account number:

Refund amount:

Accounting code: OXPQPQ0024PQPSCRTPUBLICUSDA/0203

Check number:

**2. Electronic check (ACH)** \* A current IRS Form-W9<sup>1</sup> must be submitted with the refund request.

Financial institution name:

Financial institution routing number (RTN):

Tax Identification Number (TIN):

Depositor account title:

Depositor account number:

Refund amount:

Pay.gov Tracking ID:

**3. Credit card †**

Name on card:

Amount of original charges:

Amount of refund:

Agency tracking ID:

Pay.gov tracking ID:

Transaction date:

**\* Allow 4–6 weeks for processing, † Allow 3–5 business days for processing**

Privacy Act Statement: Collection of this information is authorized by 31 U.S.C. 3332(g), 3325(d), and 7701(c). The information will be used by the Government to make payments by electronic funds to a vendor. This information may also be used for income reporting and for collecting and reporting any delinquent amounts arising out of a vendor's relationship with the Government. Disclosure of the information by the vendor is mandatory. Failure to provide the requested information may result in the delay or withholding of payments to the vendor.

<sup>1</sup>An IRS-Form W9 with instructions may be found on the IRS.gov website or <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.