

# Clayton County Parks & Recreation Department

## Refund Request Form

The form is to be completed when requesting a refund. This information should match information completed at the time of registration. This completed form and a copy of the original Accuease / receipt should be attached to the check request.

(Please Print)

<b>Date of Request:</b>		<b>Accuease / Receipt #:</b>	
<b>Participants Name:</b>		<b>Sport / Class Type:</b>	
<b>Reason for Request:</b>			
<b>Confirmation Information</b>			
<b>Person requesting refund?</b>		<b>Is this the person that signed the receipt? (If not please explain below)</b>	
<b>Address, City, Zip</b>			
<b>Home Phone</b>		<b>Cell Phone:</b>	
<b>Explanations (if any)</b>			
<b>Signature:</b>			

Checks will be delivered by mail to the address listed **on the receipt** and payable to person who signed original receipt unless noted above. Please allow 30 days for processing.

A copy of this form should be kept with the original white accuease (receipt) as documentation of refund request..