



OFFICE OF THE WAR EXCHEQUER

MERCHANT FEES REFUND REQUEST



Please open form in Acrobat to enter text and sign. (Doesn't work in a browser.) Send completed form to exchequer@gulfwars.org. Checks will be mailed after War.

Make Check Payable To: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

SCA Name: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

\_\_\_\_\_

Refund for Name(s)		Invoice or Check #	Amount
1			
2			
3			
4			
		Total	
\$20 Processing Fee per cancellation		Less Processing Fee	
		Refund Due	

Attach legible and relevant documents (emails, letters, physical requests) to this form. Ensure a description and reason for the refund is identified as appropriate. Merchant Fee refunds, less the processing fee, requested two weeks before the event are automatically approved. Approval from the Merchant Steward is required for refunds requested during the last two weeks prior to the event. No refunds will be issued for Merchant Fees requested once the event has begun.

Site Fee Refundss must be requested separately. They are not automatically assumed to be requested.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mundane Signature of Merchantcrat (or email attachment)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mundane Signature of Gulf Wars Exchequer

**For Gulf Wars Exchequer Use Only**

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_