



YMCA of Memphis & the Mid-South Y Credit/Refund Request

Name of Member/Participant: _____

I am requesting:

- System Credit to my Y Account (Credits may used at the branch or online and must be used within one year)
- Refund Check
- Refund to Credit or Debit Card originally charged

This request is for:

- Program: _____ Amount Paid:\$ _____
- Membership Purchased/Drafted on: _____ Amount Paid:\$ _____

Please state the reason for this Y Credit/Refund Request: _____

***Refund Check Request must complete the following:**

Name and address to whom refund check should be made payable to *(PLEASE PRINT CLEARLY)*:

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

I will pick up check from the Y.

Please mail check to the above address.

Credit Voucher/Refund Check Policy

You have requested a refund. Please understand this is a research request. We will first research your request, and then one of our directors will call you within 5 days. There is a 30-day waiting period for payments by check and a 10-day waiting period for credit card transactions. Refunds are not guaranteed after the first class, practice, usage, etc. or 30 days after the program has closed.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Member #: _____	Date: _____
Receipt #: _____	Received by: _____
Please attach copy of Receipt.	
System Credit Amt: \$ _____	Refund Amt: \$ _____
Director Approval: _____	Date: _____
Executive Director: _____	Date: _____

<u>ASC USE ONLY-</u>	
G/L Account#	_____
Batch#	_____
Voucher#	_____
Account Period	_____
YMCA	_____