



Close Account & Refund Form

Name: _____ ID#: _____
Last First MI

Email: _____ Phone: _____

Street: _____

City: _____ State: _____ Zip: _____ Country: _____

- Close the following account(s):

___ Wiscard Account

___ Union Flex Dining Plan*

*The Union Flex Dining Plan account is only refundable upon graduation or official separation from the University.

- I would like to contribute \$ _____ to the ASM Open Seat – a food pantry run by students for students. More information available at asm.wisc.edu/theopenseat

The refund amount is subject to any purchases in process. A \$10 administrative closing fee will be deducted from the account balance. This fee will be removed after any contribution to the ASM Open Seat has been deducted. No refund will be issued if the account balance is less than \$5 after the donation and fee are withdrawn. Refunds will be mailed to the Home address of record if this form is not submitted in person or from your campus email address. Visit MyUW (my.wisc.edu) to update address information. A University check will be mailed in 2-3 weeks.

Account Holder

Signature: _____ Date: _____

Return form to: Wiscard Office, 1308 W. Dayton St, Madison, WI 53715
or email to wiscard@union.wisc.edu from your wisc.edu address

For Office Use Only:

Date Received: _____

Wiscard Office: Form was submitted in person or from the person's campus email address. ___ Yes ___ No

Union Flex Dining Plan account is eligible to be refunded: ___ Yes ___ No

Address verified by: _____ or ID verified by: _____
Initials Date Initials Date

Accounting Office: Wiscard Account: \$ _____ 0100.1577

Union Flex Dining Plan: \$ _____ 0100.1577

Less Open Seat Donation: \$ _____ 0100.1584

Less Administrative Fee: \$ 10.00 0500.2990

Refund Due: \$ _____ (If balance is less than \$5, no refund will be issued.)

Funds withdrawn by: _____ Check requested by: _____
Initials Date Initials Date