

Request to Withdraw/Cancel/Refund an Application

(This Form May Be Completed By the Employer Only)

Note: Refunds can be given by Direct Deposit request or by Collecting a cheque, but collecting a cheque will result in a delay as checks are processed once a week and pick up between 9am - 1pm Mon - Fri

Withdraw
 Refund
 Cancel
 Direct Deposit
 Pick Up

Applicant/Employee Name **as it appears in Passport** - Surname (Last Names) _____ Given Names (First Names) _____ Maiden Name (if applicable) _____
 Date of Birth _____ Nationality _____ Worker Reference No _____

Primary Employer Name (Company Individual) _____
 Contact Name _____ Phone _____
 PO Box _____ KY Code _____ E-Mail _____

Cancellation Details - Explain below or use separate sheet of paper, if necessary

Effective Date to Cancel/Withdraw Application D/MMM/YY **Note:** If there is a formal complaint with the cancellation, please attach separately
 Reason for Cancellation/Withdrawal/Refund _____
 Provide further explanation, if applicable _____

I hereby cancel this application.

All cancellations must include clear copy of photo ID

 Name - Print

 Signature (Original signature - Not Agency)

 D/MMM/YY
 Date

IMPORTANT INFORMATION

If requesting refund to be returned in a name different from that on the original receipt , your request must be in writing and the following documents must be submitted:

Sole Traders -
 Must submit copy of their Trade & Business License along with copy of Picture ID

Companies -
 Must submit copy of their stamped Annual Return & current Trade & Business License

If multiple persons are listed on the T&B or Annual Return, then each person must submit in writing that they are in agreement to a refund in a single person's name.

Official Use ONLY

Refund Due:

Application Type _____ Receipt Date _____ Receipt Number _____ Refund Payable To _____ Refund Authorised By _____ Date _____	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%;">Account</td> <td style="width: 35%;">Amount</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>		Account	Amount	_____	_____	_____	_____	_____	_____
	Account	Amount								
_____	_____	_____								
_____	_____	_____								