



- 1) Only 1 UMarket account per form. (Req ID can be found in CIS, WFG Credit Card Detail **OR** in the order detail in UMarket. Labeled "Transaction ID")
- 2) List the Chartfield for us to charge for the refund to the cardholder.
- 3) Email request to Sherrie Johnson: sherrie.johnson@income.utah.edu
- 4) You will not receive a confirmation. *Please check your **WFG Credit Card Detail** the following day to verify the refund has been processed.*

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