



## CHAPTER PAYMENT/REFUND REQUEST

Chapter Name: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_ Refund or Registration Payment: \_\_\_\_\_  
Event Title: \_\_\_\_\_

Registration  
or Refund Type: \_\_\_\_\_  
Total Amount: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_

Payment Details: Please provide credit card details for payment or refund here or contact Holly Dotson at 984-244-7044. For refunds we need the same credit card that was used to purchase.

Name on Card: \_\_\_\_\_  
Credit Card Type: \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

If paying/refunding by check please include the following:

Check # Personal \_\_\_\_\_

Check # Company \_\_\_\_\_

Address to Mail Check Payment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email all requests to [hdotson@iasa.org](mailto:hdotson@iasa.org).