*(Name, surname)*

*(study programme)*

Tel.No.:

E-mail:      @stud.ism.lt

ISM University of Management and Economics

Finance Department

**REQUEST**

**FOR OVERPAYMENT REFUND**

20

Please refund the overpaid amount of       (EUR), paid to the settlement account of ISM University of Management and Economics (bank:      ).

The refund should be made to the following settlement account:

|  |  |
| --- | --- |
| **Bank:** |  |
| **Settlement account (IBAN code):** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Recipient** |  |
|  | (full name of the settlement account holder) |
| **Recipient’s code** |  |
|  | (personal ID number of the settlement account holder) |
| Filled in by ISM staff:  Verified, overpayment is to be repaid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of verification)   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | Position |  | Full name |  | Signature |   Overpayment refunded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of refund)   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | Position |  | Full name |  | Signature | | |