*(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 |

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