

UNIVERSITY OF MINNESOTA

Duluth Campus

UMD Cashiers Office

140 Darland Admin Bldg
1049 University Drive
Duluth, MN 55812

Office: 218-726-8820
Website: [d.umn.edu/
controllers-office/cashiers](http://d.umn.edu/controllers-office/cashiers)

UMD Campus Cash Refund/Request to Close Account Form

- ☆ A UMD Campus Cash Account will be closed only after the cardholder submits this Request to Close Account form.
- ☆ Upon receipt of a Request to Close Account form, the UMD Cashiers Office will verify the cardholder's University status using University registration, employment or other systems. University systems may take up to one full academic term to reflect inactive status.
- ☆ Exception: Persons called to active military duty should contact One Stop, not the UMD Cashiers Office. One Stop will coordinate all account withdrawal activities for military personnel, including the request to obtain a refund of UMD Campus Cash value from the Cashiers Office
- ☆ If you continue to use UMD Campus Cash value from the UMD Campus Cash account associated with this request after you've submitted this form, your refund will be reduced by that amount.
- ☆ Closed accounts are subject to a \$10 administrative fee.
- ☆ Refunds for students will be posted to the student's University account. Refunds for non-students will be made by check and will be sent to the mailing address as submitted on the Refund/Request to Close Account form.
- ☆ Please complete the UMD Campus Cash Refund/Request to Close Account Form below and drop it off at the UMD Cashiers Office or mail it to:

UMD Cashiers Office
University of MN Duluth
Attn: Campus Cash Manager
140 Darland Administration Bldg
1049 University Drive
Duluth, MN 55812

UMD Campus Cash Refund/Request to Close Account Form

Cardholder Information (please print and complete all fields)				
Last Name:	First Name:	MI:	7-Digit Employee/Student ID # (if known):	Date:
E-mail Address:	Telephone #		17 Digit Card #	
Street Address:	City:	State:	Zip:	
Reason for Closing Account:				

For Office use only:	Balance \$ _____	less \$10 processing fee =	Amount to Refund \$ _____
Odyssey Verification:	Amt Deleted from Account \$ _____	Date Deleted _____	Deleted by _____
Refund Verification:	Amt Deleted in Odyssey \$ _____	Processing Fee: \$10	Amount to Refund \$ _____
UMN Status Verified in PS _____	Date Entered in PS _____	Initials _____	