Klarstig

# Government & Public Administration Deposit Refund

Request review of a payment for a possible refund. Provide the transaction reference, reason and any returned goods or cancellation details.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Order invoice or transaction reference ***

**Original payment date ***

**Original amount paid ***

**Refund amount requested ***

**Currency ***

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ CAD
- ☐ Other

**Other currency code if selected**

**Reason for requesting a refund ***

### Return or cancellation status

- ☐ Completed
- ☐ In progress
- ☐ Not started
- ☐ Not applicable

### Supporting receipt or correspondence

Attach separately - uploads work in the online form only.

## Specific details

### Agreement or booking linked to the deposit

Complete when relevant to this request.

### Cancellation unused portion or other basis for the refund

## Operating context

### Public body service and case reference

Complete when relevant to this request.

### Published procedure deadline and authorized receiving team

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- File uploads work online only. The printable version lists the documents to attach but cannot collect them.
- Some questions become required only after certain answers. The printable version shows every question.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA