

CCS Flex Dollars Reimbursement Form

Complete this form if you are requesting money back from your CCS SmART Card.

Refunds are only available when you leave CCS. You will only receive a refund if you have more than \$5.00 in CCS Flex Dollars available on your CCS SmART Card. Please note that it may take up to 4-6 weeks to process. Please fax or bring this form to the Cashier's Office, located in the Yamasaki Building, to process your request. Fax # 313.664.7619

Student ID # _____

Student Name: _____

How would you like your refund?

Direct Deposit? (Easiest and Fastest Way!)

- **Routing Number** _____
- **Bank Account Number** _____
- **Checking or Savings Account** _____

Check Mailed? Provide Address Below.

Address: _____

City, State, Zip: _____

Phone: _____

Reason for requesting a refund:

Student Signature: _____

Business Office Use Only:

Attach form to payment requisition using account 1-0000-2420.
Give copy of form to Assistant Director of Business Services
Adjust student's account on Blackboard