

IAA Amendment to Refund or Terminate Services

FEDLINK ID:

Form Date:

Fiscal Year:

Instructions

Use this form to request a full or partial refund from your Transfer Pay accounts. FEDLINK Transfer Pay fees are not refundable. When you reduce funding in an account, you must certify remaining funds will be sufficient to cover all of your pending invoices, on-order items, and planned usage of the service. **Use ONE form per fiscal year.** If you have questions or need assistance, email fliccfo@loc.gov or call 202-707-4900.

When complete, email the form to fliccfo@loc.gov.

REFUND or TERMINATE SERVICES for a Transfer Pay Account

Service ID and Name

Action

Service Dollars

Total Decrease

Certification

I certify that I have verification from the vendor(s) listed that the remaining balance(s) in the above account(s) will be sufficient to cover all outstanding and projected usage of the service(s) for the fiscal year indicated. I understand that my agency is responsible for any additional charge(s) accrued under the the FEDLINK IAA.

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Refund Address

Do not send the refund to the address listed on my agency IAA. Send refunds to:

SIGNATURE

I understand and accept the policies and procedures for using FEDLINK and authorize FEDLINK to amend my IAA to adjust my existing pay service accounts. I also confirm the certifications required above.

First Name:

Last Name:

Title:

Branch:

Agency/Office:

Electronic or Written Signature:

▶ When completed and signed, email this form to fliccfo@loc.gov.