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 Eugene, OR 97401
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 www.manleyserv.com

BENNY™ MASTERCARD® REFUND SUBMISSION FORM

Important – Please Read:

ONLY USE THIS FORM IF YOU ARE ATTACHING A CHECK OR MONEY ORDER

- With the Benny™ Mastercard®, occasionally an account adjustment must be made when a service has been determined to be ineligible or you are unable to substantiate a prior service.
- When you submit your refund to Manley Services, the funds will be put back into your account for you to use for eligible expenses.
- Remit a check or money order made payable to Manley Services and mail it, along with a copy of this notice, to MANLEY SERVICES REFUNDS, PO BOX 70168, EUGENE, OR 97401
- This form is *not* a request for reimbursement. We will not reimburse expenses submitted on this form.
- Please send photocopies, not original documentation. (You are required to save all your original receipts.)
- One form may be used for multiple receipts.

EMPLOYEE INFORMATION					
Employer			11-digit Manley ID Number		
Last Name		First Name		M.I.	
Mailing Address (Street)		Apt. #	City	State	ZIP
Home Phone		Work or Cell Phone		Today's Date	

Please check if address above is new

BENNY™ ADJUSTMENT DETAILS			
Original Swipe Amount	Refund Amount	Charge Date	Merchant Name
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		