

Requested by:

Requested date:

Please select your request:

Refund

Copy of invoice

Other (please specify)

Allow five business days from the end of the week your request was received for processing to be completed.

For contracting companies, note that all company and worker related invoices are available for you to download immediately through the corresponding portal. Company related invoices can be found via *'Manage My Business Details'* then *'Transaction History'* within the Company Pre-Qualification Portal. Worker related invoices can be found via *'Manage Employees'* then *'Subscription'* within the Worker Portal.

Please complete **all fields** below to ensure no delay to your request

WAS YOUR PAYMENT COMPLETED THROUGH PAYPAL?

(Please select a response and note corresponding requirements advice)

Yes – Attach a copy of your PayPal receipt

No/Unsure – Enter first 6 and last 3 digits of the credit card number below

COMPANY NAME:

APPLICANT NAME:

FIRST 6 AND LAST 3 DIGITS OF CREDIT CARD NUMBER (must be the same card number as original purchase):

CREDIT CARD TRANSACTION DATE:

INVOICE RECEIPT NUMBER (if available):

INVOICE / REFUND AMOUNT:

EMAIL ADDRESS TO SEND ADVICE:

REASON FOR CREDIT (for refunds only):

Return completed form to accounts@pegasus.net.au.