



Central Violations Bureau (CVB)

P.O. Box 780549
San Antonio, TX 78278

REFUND FORM

Phone Number: (800) 827-2982, Fax Number (210) 301-6401, Email info@cvb.uscourts.gov

Note: Please enclose a letter requesting a refund with this form.

You can access an online version of this form here: www.cvb.uscourts.gov/documents/CVBRefund_form.pdf

Defendants must complete this form and submit it along with a **letter of request** to receive a refund for payments made to the Central Violations Bureau. You may forward your documentation by fax or mail to the address listed above. Please allow 4-6 weeks for payment processing. In most cases refunds will be issued via electronic funds transfer or back to the credit card used originally. The refund will appear as a credit to your checking or savings account or your credit card statement. Complete Section I and III for refund by credit card. Complete Section II and III for refund by electronic check. Complete Section II and III for **PayPal** refunds over 60 days from the original payment date. **Please type or print clearly.**

Location Code: _____ Violation Number: _____

Section I Refund **credit card** or **PayPal** account previously used (check box and proceed to Section III)

Section II **Payment Information** (Payment will be made by **Electronic Funds Transfer - EFT**)

Payee:	Financial Institution:
Name: _____	Name of bank: _____
Address: _____	City of bank: _____ State of bank: _____
	Zip of bank: _____
City: _____ State: _____	Routing Number: _____
Zip: _____	Account Number: _____
	Type of Acct: Checking: Savings:
	Social Security Number*: _____

Section III

_____	_____
Telephone number	Printed name of defendant/payee
_____	_____
Date	Signature of defendant/payee

* Required field for EFT refund - See <http://www.fms.treas.gov/news/factsheets/dcia.html> for more information.

For Court or Agency Use Only

Have the defendant complete the top portion of this form, add your contact information below and send it with the docket or order requesting a refund to the CVB. If a refund is requested by the court or agency a letter from the defendant is not required.

Identification of person making this request:

Name: _____ Phone #: _____

Originating Office: _____