

ARTS TAX ONLINE PAYMENT TRANSACTION Void/Credit Card Refund Request

<i>To be completed by Arts user/staff:</i>	
Original Transaction Date _____	<u>Required</u>
Customer Name _____	<u>Required</u>
Arts Receipt Confirmation # _____	<u>Required</u>
Gateway Batch _____	
Gateway Transaction ID _____	
<i>To be completed by Business Solutions staff (CC refund):</i>	
Gateway Credit Batch _____	
Arts Credit Batch _____	

Credit Card:	Void (only available same day)
_____	CC Refund (available after payment clears)
ACH:	Void (only available same day)

Amount	Reason for cancellation/refund (NIC Comment):
\$	

Person initiating request: _____	Date: _____
Request approved by: _____	Date: _____

<i>To be completed by Business Solutions staff:</i>	
NIC Gateway updates made by: _____	Date: _____
ARTS updates made by: _____	Date: _____