

Grant Recipient Return of Funds Information Request

Contact Information

Recipient Organization Name: _____
Point of Contact Name: _____
Email Address: _____
Phone Number: _____

Remittance Details

Method used to return funds to PMS: **ACH** **FedWire** **Check**

Customer Reference or Check Number: _____

Total Amount of Returned Funds: _____

Settlement Date: _____

Do the funds pertain to a PMS grant award? **Yes** **No**

Please select the purpose of the return: **Principal** **Interest** **Both** **Miscellaneous Receipts**

If Miscellaneous Receipts is selected above, please provide the reasoning in the comments below:

Additional Comments: _____

If the funds pertain to a PMS Account, please provide subaccount details for how the funds should be applied:

Payment Breakdown

					<u>Select One</u>	
Payee Account Number (PAN)	Document Number	Subaccount	Amount		P	I
_____	_____	_____	_____	_____	P	I
_____	_____	_____	_____	_____	P	I
_____	_____	_____	_____	_____	P	I
_____	_____	_____	_____	_____	P	I
_____	_____	_____	_____	_____	P	I
_____	_____	_____	_____	_____	P	I
_____	_____	_____	_____	_____	P	I

Total Amount of Returned Funds: _____

Instructions – Grant Recipient Return of Funds Information Request

This form must be completed if you are returning funds by ACH, FedWire or Check. This information will allow Payment Management Service to post the funds to the correct account & subaccount.

Contact Information:

1. Enter the name of the organization.
2. Enter the name, email address and phone number of the person we should contact if we have any questions regarding posting of the refund.

Remittance Details:

3. Select if the refunds is being sent by ACH, FedWire or Check. (Only check one box)
4. Enter the customer reference or check number.
5. Enter the total amount of the refund. This amount must match the exact amount sent.
6. Enter the settlement date of the refund.
7. Select yes if the refund pertains to an award that is paid via the PMS. If you are returning interest and it is for an award that is not paid via the PMS, select no.
8. Select if the funds are to be posted to principal, interest, both principal and interest or miscellaneous receipts. (Only check one box)
 - a. Principal – Funds are to be posted back to the subaccount.
 - b. Interest – Funds are to be posted to interest only.
 - c. Both – Funds are to be posted to principal and interest.
 - d. Miscellaneous Receipts – Awarding agency has advised that the funds are to be posted to miscellaneous receipts. A comment must be provide with the reason the funds are to be posted to miscellaneous receipts.

Payment Breakdown:

9. Only enter information in the Payment Breakdown section if the refund is associated with a PMS account.
10. Enter in the chart how the refund is to be posted. Enter the Payee Account Number (PAN), Document number, Subaccount, Amount and select if the amount is Principal (P) or Interest (I). Use multiple lines if there are multiple subaccounts and if the refund includes both principal and interest.
11. Enter the amount of the total refund. This amount must agree with the Total Amount of Returned Funds listed in the Remittance Details section. This is discussed in instructions #5.