

**SELLY MANOR MUSEUM EVENT REFUND FORM**

<b>EVENT</b>	
<b>DATE</b>	

<b>Name</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Telephone no.</b>	
<b>Email address</b>	

<b>Ticket type and quantity</b>									
<b>TOTAL DUE FOR REFUND</b>									
<b>Name of account holder</b>									
<b>Bank</b>									
<b>Account Number</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
<b>Sort Code</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

**OFFICE USE ONLY**

Please complete a Payment Request Form and attach this document.

<b>Authorised by</b>	
<b>Date passed to finance</b>	

Once completed this form should be emailed to: [accounts@bvt.org.uk](mailto:accounts@bvt.org.uk)

