



**Food & Nutrition Services
1 Matzke Way
Bradenton, FL 34208**



ACCOUNT REFUND/TRANSFER FORM

We must have a parent request in writing to process a refund or transfer of funds* on school meal accounts.

To request a refund please include the following information:

Student Name: _____

School: _____

Student ID# _____

Refund Amount \$ _____

Parent or Guardian Name to address the refund to: _____

Phone Number/Email of person requesting refund: _____

Mailing address for refund check to be mailed to: _____

Reason for Refund: _____

Parent Signature: _____

To transfer funds from one account to another please supply the following information:

Transfer funds from: Student Name: _____

School: _____

Student ID#: _____

Transfer funds to: Student Name: _____

School: _____

Student ID#: _____

Full Balance or Other Amount _____ (Circle One & Enter Amount, if Other)

Reason for Transfer _____

***Please Note: Money cannot be transferred to or from a student that is not attending a Manatee County Public School (i.e. Rowlett Academy, Rowlett Middle, Lincoln Academy, Manatee School for the Arts).**

<p>OFFICE USE ONLY</p> <p>Completed by: _____</p> <p>Date: _____</p>
