



PAYROLL, BENEFITS, AND HRIS  
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# MARTA Card Refund Request Form

**I did not pick up my MARTA Card for the following month(s). Please issue a refund that will be reflected as an adjustment to my payroll direct deposit account.**

<input type="checkbox"/> <b>JANUARY</b>	<input type="checkbox"/> <b>JULY</b>
<input type="checkbox"/> <b>FEBRUARY</b>	<input type="checkbox"/> <b>AUGUST</b>
<input type="checkbox"/> <b>MARCH</b>	<input type="checkbox"/> <b>SEPTEMBER</b>
<input type="checkbox"/> <b>APRIL</b>	<input type="checkbox"/> <b>OCTOBER</b>
<input type="checkbox"/> <b>MAY</b>	<input type="checkbox"/> <b>NOVEMBER</b>
<input type="checkbox"/> <b>JUNE</b>	<input type="checkbox"/> <b>DECEMBER</b>

(Please print)  
 Employee Name \_\_\_\_\_ PANTHER # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

FOR HUMAN RESOURCES USE ONLY	
Ver. No P/U	
Pay Code	
Date Entered/ Initials	