



# BILL PAY VOID/CORRECTION REQUEST FORM

All forms must be received by 10:00 AM (EST) for the previous days' transactions only (on Monday, for Friday, Saturday and Sunday's transactions.) Please fill out and fax this form to **301-562-5968** and call **301-495-3514** to verify that the fax was received. Please note that the void process is an accommodation effort on the part of Global Express and we cannot guarantee that all void requests will be completed.

Trustee must collect original customers receipt in order to process void request.

### Trustee Information

Trustee Name \_\_\_\_\_ Trustee # \_\_\_\_\_

Trustee Telephone # \_\_\_\_\_ Contact Person \_\_\_\_\_ Date \_\_\_\_\_

### Receipt Information

Name on Account \_\_\_\_\_

Utility Account # or Prepaid Pin # \_\_\_\_\_

Utility or Provider Name \_\_\_\_\_

Amount \_\_\_\_\_

Date of Payment \_\_\_\_\_ Authorization # \_\_\_\_\_ Customer # \_\_\_\_\_

### Type of correction requested:

- Void complete transaction.
- Incorrect amount. If yes, correct amount is \$ \_\_\_\_\_. \* Required field.

Trustee authorizes Global Express to put through corrected payment. Please initial here \_\_\_\_\_

Prepaid Refund \_\_\_\_\_ Pulled in Error \_\_\_\_\_ Invalid Pin \_\_\_\_\_ Other. Merchant # \_\_\_\_\_  
 Prepaid Refund requires a copy of the receipt faxed with this form.

### Trustee signature confirms agreement to the following:

1. I release and discharge Global Express Money Orders, Inc. for any and all obligations and will indemnify, defend and save them harmless against any or all claims, demands, suits or other action arising directly or indirectly from voiding this transaction.
2. I affirm the correction of the facts and the circumstances stated herein and will remain fully responsible for the void.
3. Person signing this document is authorized to request this void.
4. Trustee confirms collecting customers receipt.

Trustee Signature \_\_\_\_\_ Print Trustee Name \_\_\_\_\_

Position/Title \_\_\_\_\_ Fax # **301-562-5968**

**OFFICE USE ONLY**  
 Initials of Processor \_\_\_\_\_ Date Completed \_\_\_\_\_