



IAA Amendment to Refund or Terminate Services

Fiscal Year

FEDLINK ID

INSTRUCTIONS

Use this form to request a full or partial refund from your transfer pay accounts. FEDLINK transfer pay fees are not refundable. When you reduce funding in an account, you must certify remaining funds will be sufficient to cover all of your pending invoices, on-order items, and planned usage of the service. **Use ONE form per fiscal year.** If you have questions or need assistance completing this form, please send an email to fliccfno@loc.gov.

When complete, email the form to fliccfno@loc.gov.

REFUND or TERMINATE SERVICES for a Transfer Pay Account

Service ID and Name	Action	Service Dollar Amount
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Total Decrease

Certification: I certify that I have verification from the vendor(s) listed that the remaining balance(s) in the above account(s) will be sufficient to cover all outstanding and projected usage of the service(s) for the fiscal year indicated. I understand that my agency is responsible for any additional charge(s) accrued under the the FEDLINK IAA.

Refund Address: Do not send the refund to the address listed on my agency IAA. Send refunds to:

SIGNATURE

I understand and accept the policies and procedures for using FEDLINK and authorize FEDLINK to amend my IAA to adjust my existing pay service accounts. I also confirm the certifications required above.

First Name:

Last Name:

Title:

Branch:

**Agency/
Office:**

**Signature
(Electronic or Written)**

Date