



REQUEST FOR UMB ONE CARD ACCOUNT CLOSURE

For students who graduate or withdraw, or employees who separate from the University only

I request permanent closure of my UMB One Card account and a refund of my balance. I understand that refund requests are charged an administrative processing fee of \$10 and will require a minimum remaining balance of \$5 after the processing fee is deducted to be eligible for a refund. Requests are processed through the State of Maryland and you should expect a refund check within approximately 3 weeks. By signing below, I certify that I am closing my UMB One Card account. I understand that a printed version of this form, with my original signature, must be hand-delivered to the UMB One Card office at the address listed on the bottom of the page.

Signature: _____

Date: ____/____/____

SSN: _____ (required by State of Maryland to receive a refund check)

Reason (check one): Graduation Employment Termination Academic Withdrawal

Mail refund check to:

Name(print): _____

Street/Apt: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Email _____

Address: _____

UMB One Card Office
621 W. Lombard Street, Room 002
Baltimore, MD 21201
(410) 706-6943
umb-one@umaryland.edu
www.umb-one.umaryland.edu