**For Refund Checklist**

Payee:

Amount:

Particulars:

SDO and/or School:

For the period of:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* Request letter *(for field employees)*
* Payroll *(if more the one payee)*
* ERF Clarificatory Items *(for GSIS loans/deductions)*
* List of Remittance

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: