

New York University  
NYU Card Services  
VTS REFUND AND MALFUNCTION REPORT

Building: Vanderbilt Hall

Building Address: 40 WASHINGTON SQUARE SOUTH

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Describe the incident in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Lost? \_\_\_\_\_

Name of Patron Experiencing Problem (Please Print) \_\_\_\_\_

NYU UNIV ID Number \_\_\_\_\_

Law Visitor Card Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of person requesting refund \_\_\_\_\_

*Once completed, please fax this form to (212) 995-4531. For further information, contact NYUCard Services at 212 443-CARD. Thank You.*

**Staff use only: Please provide all the necessary information below to ensure refund processing.**

Date Report Received: \_\_\_\_\_

Staff Member Name (Please Print) \_\_\_\_\_

Please  
Staple  
Receipt  
Here

*Copy cards are non-refundable.*