



## 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: \_\_\_ / \_\_\_ / \_\_\_

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, Room004  
Baltimore, MD 21201  
(410) 706-6943  
umb-one@umaryland.edu  
[www.umaryland.edu/onecard](http://www.umaryland.edu/onecard)