



## Construction & Development

# External Partner Program Refund Request Form

Revision 1

### Applicant/Project Information

Contact Person	Agency or Company Name		
Company Address		Public Agency	Adjacency
Email	Phone Number		

### Transaction Details

Project Name	EPPA Number
Borough	Amount Paid
Date of Transaction	Payment Method
Transaction ID	
Refund Justification	

Signature

Date

The information provided in this form will be used to initiate a review of supporting documentation for consideration of a refund for money previously received by the MTA External Partner Program. Send this completed form to [EPP@mtacd.org](mailto:EPP@mtacd.org). Please note, if refund is approved MTA reserves the right to withhold the administrative fees. Please expect a response between 7 to 10 business days from the date of your submission. All refunds will be credited to the original payment method. Once approved, a refund may take 10 business days to reflect on your account.

**For EPP Use Only -DO NOT WRITE BELOW THIS LINE**

Date Received

Date of Determination

Approved                      Yes                      No

Reviewed by

Reason for Decision