



PACER Service Center (PSC)  
P.O. Box 780549  
San Antonio, TX 78278

REFUND FORM

Phone number: (800) 676-6856 | Fax number: (210) 301-6441 | Email: [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)

Complete this form and submit it with a **letter of request** to receive a refund for payments made to the PACER Service Center. You may forward your documentation by fax or mail to the above address. Please allow 4–6 weeks for payment processing. In most cases, refunds will be issued via electronic funds transfer or back to the credit card used originally. The refund will appear as a credit to your checking or savings account or your credit card statement. Complete Sections I and IV for refund by credit card. Complete Sections II and IV for refund by electronic check. **Please type or print clearly.**

Account number: \_\_\_\_\_ Firm name: \_\_\_\_\_  
POC: \_\_\_\_\_

**Section I** Refund **credit card** previously used (check box and proceed to Section IV)

**Section II** **Payment Information** (Payment will be made by **electronic funds transfer**)

<b>Payee</b>	<b>Financial Institution</b>
Name: _____	Name of bank: _____
Address: _____	City of bank: _____ State of bank: _____
	Zip of bank: _____
City: _____ State: _____	Routing number: _____
Zip: _____	Account Number: _____
SSN/Tax ID: _____	Type of Acct:   Checking:                      Savings:

**Section III** Notes: \_\_\_\_\_  
\_\_\_\_\_

**Section IV**

_____	_____
Phone number	Printed name of payee
_____	_____
Date	Signature of payee

Fax to:  
(210) 301-6441

OR

Mail to:  
PACER Service Center PACER  
Registration  
P.O. Box 780549  
San Antonio, TX 78278-0549