

## STUDENT MEAL ACCOUNT BALANCE OPTIONS

We must have a request **in writing** to process movement of funds on your student's school meal account. **Also, please don't forget to stop Auto Payments on MySchoolBucks.**

### Part A:

Student Name: \_\_\_\_\_

Parent Name/Signature: \_\_\_\_\_

I wish to Donate my student's account balance to help others have a school meal/pay off student meal charges (complete Part A)

I wish to Transfer the funds to another student account (complete Part A & B)

I request a Refund Check (complete Part A & C)

### TRANSFER / REFUND

**Part B: To transfer funds** to another account, complete the following information:

Transfer funds TO:

Student Name: \_\_\_\_\_

Amount to be transferred, IF different than balance: \_\_\_\_\_

**Part C: To request a refund** you should include the following information. Please print.

Refund check should be made Payable TO: \_\_\_\_\_

Postal Mailing address for refund check: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mail, email, or fax this form to the Era ISD Business Office.

Mailing address: Era ISD  
108 Hargrove Street  
Era, TX 76238

Fax: (940) 665-5311

Email: [laasers@eraisd.net](mailto:laasers@eraisd.net)

This institution is an equal opportunity provider.