



## ARC Cash Security Deposit Release Request Form

Privacy Notice: All information submitted during the application process will be managed in accordance with ARC's Privacy Policy. For more information, please visit [www.arccorp.com/legal/arc-privacy-policy.jsp](http://www.arccorp.com/legal/arc-privacy-policy.jsp).

### Agency and Preparer Information

All correspondence regarding this application will be sent to the individual designated below:

1. ARC Number: \_\_\_\_\_
2. Agency Legal Name: \_\_\_\_\_
3. Doing Business as Name: \_\_\_\_\_
4. Agency Street Address: \_\_\_\_\_
5. Agency City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
6. Name of Preparer: First: \_\_\_\_\_ Last: \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_
8. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
9. Requestor's Residential Address: \_\_\_\_\_
10. Requestor's Residential City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Refund Request Amount

Refund the entire Cash Security Deposit

Partial Refund amount of \$ \_\_\_\_\_

### Cash Security Refund Format

The balance of your cash security deposit will be returned to the bank account currently on file with ARC as an Electronic Funds Transfer (EFT)

EFT      Check (Payable to the Travel Agency)

### Funds Distribution Information (Only complete if EFT)

Please provide the account information or address for the check to be disbursed:

1. Account Holder Name: First: \_\_\_\_\_ Last: \_\_\_\_\_
2. Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_
3. Bank Name: \_\_\_\_\_
4. Bank Address: \_\_\_\_\_
5. Bank City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please submit the completed form to [bond-loc@arccorp.com](mailto:bond-loc@arccorp.com).**



ARC Cash Security Deposit Release Request Form

Must be signed in presence of a Notary

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signatures sent or received by fax or email will constitute original signatures for purposes of this Certification and the Request and will be treated the same as original signatures.

Please be sure that the copy we receive will show a clearly visible notary seal.

**(FOR NOTARY USE ONLY)**

County of \_\_\_\_\_ State of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Print NAME of above signatory **(NOT THE NOTARY NAME)**

appeared before me and, having been duly sworn by me, stated that the contents of the foregoing application are true and complete, and signed the application in my presence.

**NOTARY SEAL**

\_\_\_\_\_

Notary Public Name

\_\_\_\_\_

Notary Public Signature

My commission expires on \_\_\_\_\_

Please submit the completed form to [bond-loc@arccorp.com](mailto:bond-loc@arccorp.com).