

## **Auditor of State Refund Policy**

Refunds will be granted if the request is received by our office **within 30 days of the event**. The request should include who should receive the refund, the address where it should be sent, the dollar amount and why the individual is seeking a refund; along with a copy of the front and back of the canceled check used for payment. Requests by individuals as well as organizations that are not vendors in the State's Accounting System must also include a W-9 and New Vendor Information Form found at <http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>. Refund requests should be emailed to [AOSTraining@auditor.state.oh.us](mailto:AOSTraining@auditor.state.oh.us) or faxed to (614) 466-4516 ATTN: Renee Potenzini.

If, due to unforeseen, circumstances the Auditor of State's Office cancels a conference only expenses that were already paid to the Auditor of State will be refunded. The Auditor of State's Office will not be responsible for refunding any expenses that were not paid directly to the Auditor of State.

The Auditor of State's Office has no authority to grant or promise refunds, and regrets that it cannot make exceptions to the refund procedures for any reason, including personal emergencies.