

## Returning Funds to AmeriCorps

### 1. Funds have not been posted to student's account

Email [uh-treasury@lists.hawaii.edu](mailto:uh-treasury@lists.hawaii.edu) and request the ACH remittance be returned. A reason for the return should also be included.

### 2. Funds have been posted to student's account

The recommended method to return funds is through <https://www.pay.gov/public/form/start/3702423>

Campus

Post the return on student's TSAAREV using detail code AMFR.

Complete the **Payee Information** section of the form:

<https://www.pay.gov/public/form/preview/pdf/3702423>

Email for to Bursar's Office [uh-bursar@lists.hawaii.edu](mailto:uh-bursar@lists.hawaii.edu)

Bursar

Complete **Institution Information** section

Process payment (<https://www.pay.gov/public/form/start/3702423>)

The screenshot shows the Pay.gov website interface. At the top, there is a navigation bar with links for "Explore More Options", "Find an Agency", and "Online Help", along with a search bar and "Sign In | Create an Account" links. The main heading is "AmeriCorps Education Award Refunds (Trust Fund)". Below this is a five-step process flow: 1. Before You Begin (highlighted), 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. To the right of the flow is a "Need Help?" section with contact information for Wilfred Fahie, including an email link and a phone number. Below the flow, there is an "About this form" section stating the form is used to repay Education Award or interest overpayments, and an "Accepted Payment Methods:" section listing Bank account (ACH) and Debit or credit card. At the bottom of the form area are two buttons: "Preview Form" and "Continue to the Form".

Forward receipt confirmation to campus and [uh-treasury@lists.hawaii.edu](mailto:uh-treasury@lists.hawaii.edu)

Treasury

When funds are received, email a copy of the remittance advice to Bursar and campus.

This form is used to return funds that were issued by the National Service Trust related to a Segal AmeriCorps Education Award. Use of this form to make any other kind of payment to the Corporation for National and Community Service could possibly delay the accurate posting of your payment. If you have questions about how to use this form, please contact the National Service Hotline at 1-800-942-2677 or visit <https://questions.nationalservice.gov/app/ask>.

**Institution Information**

\* Institution Name:

\* Tax ID Number/EIN:

\* Point of Contact:

\* Title:

\* Office/Department:

\* Telephone Number:

\* Email:

Occasionally, CNCS must contact the payer for more information about a payment. If the person making this payment is not knowledgeable about the reason for this payment, please provide contact information for someone who is knowledgeable about this payment.

Name:

Telephone Number:

Email:

**Payee Information**

Please complete a separate form for each repayment

\* Full Name Of Individual Whose Education Award Or Interest Payment Is Being Refunded:

\* Amount of Repayment:

Please select one ID Number Type and enter the information in the ID Number field.

\* ID Number Type:             Last 5 Digits of SSN             Full NSPID

\* ID Number:

\* Reason for Original Payment:

\* Term/Year Payment Represents:

Original Payment Amount (if known):

Comments, if any: