

Request for Reimbursement of Care & Maintenance Deposit

This form must be completed by the U.S. Tie with the assistance of the appropriate Resettlement Agency.

Complete all sections below. Fill out only one form per case. After the US Tie completes and signs the form, the RA should scan, encrypt and email this form to C&MDeposit@hias-vienna.at. Care & Maintenance funds will be returned by wire transfer to the U.S. Tie who signed the Care & Maintenance Agreement and made the deposit. The refund process takes generally 2-3 months from the time RSC Austria receives the request and any required documentation, until you receive the refund.

List the case number and name of the Principal Applicant to be refunded:

Case Number	Name of Principal Applicant

Provide your bank details below:

Payee Name:	
Payee Address:	
Bank Name:	
Bank Account:	
Bank Routing Number:	
Type of Account (Saving or Checking):	

Please Tick One:

The applicant(s) wish to withdraw their application and close their case.

Submit a *notarized* statement from the Principal Applicant stating that he/she wishes to close their case and the reason why. Please include an English translation. **Scan, encrypt and email the statement along with this form to C&MDeposit@hias-vienna.at**. The refund will not be processed until the notarized statement is received.

The applicant(s) wish to keep their case open.

While D Visa issuance is on hold, RSC Austria can refund Care & Maintenance deposit and not close a case if you (the U.S. Tie) request it. The administration fee will be deducted from the refund. **The fee will not be deducted a second time should you pay in Care & Maintenance funds again for the same case.**

Please attach a bank letter, a voided check, or a screenshot of your banking information from your bank app to this form to avoid banking processing errors.

Date _____ U.S. Tie Signature _____

U.S Tie Printed Name _____