

**ATTN: ABP Refund Desk Fax: 619-521-2762**  
**Credit Card Refund Authorization Form**



In order to process the refund, we must receive the following:

- Signed Refund Authorization Form
- Original Paper Ticket(s)
- Recall Commission

Once we have received all of the above items, we will submit the refund. Please allow two billing cycles (approximately 4-6 weeks) for processing.

**THE CARDHOLDER'S SIGNATURE IS REQUIRED ON THE AUTHORIZATION FORM, "Signature on File" is not acceptable.**

Agent Name \_\_\_\_\_ Agent Phone & Extension \_\_\_\_\_

Number of Passengers \_\_\_\_\_ List ALL Passengers \_\_\_\_\_

Record Locator \_\_\_\_\_

Total Penalties \$ \_\_\_\_\_

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Credit Card Number

MC VI  
AX DS

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Security Code

Expiration Date

**CARD HOLDERS SIGNATURE** (Required)

Today's Date

Card Holder's Name

Card Holder's Phone Number

Billing Address

**Important Note:** The total penalty quoted and authorized above includes airline, consolidator and applicable travel agent penalties. For credit card payments originally processed through ARC, the credit card will be refunded less the airline penalty only and then debited for the remaining penalties. Air by Pleasant will be listed as the merchant for these charges. The standard ABP refund fee is \$85 per ticket. Handling fees (\$10 or \$25) are non-refundable. For questions regarding refunds, please contact the Refund Department at 619-282-3455 ext: 7157 and refer to your record locator.