

天主教輔仁大學閱覽證押金退款申請表

Application for Refund of Library Deposit at Fu Jen Catholic University Library

【圖書館留存】 (For Use in Library)

校友 Alumni

退休人員 Retiree

注意事項 Note:

1. 閱覽證退證人須攜帶以下證明。 Please provide us with the following documents:

I. 閱覽證 Library Card II. 存摺影本 Photocopy of Passbook III. 附照片之證件 A Valid Photo ID.

2. 退還押金請填寫【退款申請表】，原留存單據若有遺失，需填寫【押金退還切結證明單】，押金由總務處統一退款，約需兩週工作天，兩週後會匯入個人帳戶，除郵局帳戶外，匯入銀行帳戶須扣手續費 30 元，並附存摺影本。

Please fill out the "Application for Refund of Library Deposit" form. Refunds will be processed as soon as possible – allow 2 working weeks. In addition to the post office account, bank account shall be deducted import fees \$30. Please attach a photocopy of passbook.

3. 如需委託他人辦理，敬請出具委託書。 Representative need to provide the letter of authorization that issue by the person involved. (受委託人應攜帶本人證件及委託書。 The authorization should bring his / her personal ID card and the letter of authorization.)

| | | | | |
|-----------------------------|-----------------------|--|---|------------------|
| 姓名 Name of applicant | | | 聯絡電話 Tel No. | |
| 閱覽證號 Library Card No. | | | 閱覽證申請日期 Applicant Date of Library Card | / / |
| 身分證號 ID / Passport No. | | | | |
| 銀行匯款 Bank Amount | 解款行(收款行) Bank Name | 銀行 | 分行 | 代號 Swift Code |
| | 帳號 Account No. | □□□□□□□□□□□□□□□□ (請由左方依序填寫帳號，多餘空格留右方) | | |
| 郵局匯款 Post Office Account | 立帳局號 Office No. | □□□□□□ | — | □ |
| | 郵局帳號 Account No. | □□□□□□ | — | □ |

匯入銀行帳戶須扣手續費 30 元。 In addition to the post office account, bank account shall be deducted import fees \$30.

總務處出納組處理部份【申請款項粘貼憑證用】 (For Use in Finance Branch)

| | | | | |
|-----------------------------|-----------------------|--|---|------------------|
| 姓名 Name of applicant | | | 聯絡電話 Tel No. | |
| 閱覽證號 Library Card No. | | | 閱覽證申請日期 Applicant Date of Library Card | / / |
| 身分證號 ID / Passport No. | | | | |
| 銀行匯款 Bank Amount | 解款行(收款行) Bank Name | 銀行 | 分行 | 代號 Swift Code |
| | 帳號 Account No. | □□□□□□□□□□□□□□□□ (請由左方依序填寫帳號，多餘空格留右方) | | |
| 郵局匯款 Post Office Account | 立帳局號 Office No. | □□□□□□ | — | □ |
| | 郵局帳號 Account No. | □□□□□□ | — | □ |

匯入銀行帳戶須扣手續費 30 元。 In addition to the post office account, bank account shall be deducted import fees \$30.

圖書館承辦人:

閱典組主任:

總務處出納組:

日期: / /