

**REQUEST FOR REFUND****Request Details**

Reference #	Payment Date (mm/dd/yyyy)	Attorney Docket #
87654321	03/02/2016	AIPLF-JONES20938

**Refund Option for Check Payments**

Check payments may be refunded into a deposit account.

☐ Refund my check payment into Deposit Account number \_\_\_\_\_

**Reason for Refund Request**

☐ Duplicate Payment
 ☐ No Fee Due
 ☒ Entity Status Change  
☐ Office Error
 ☐ Other \_\_\_\_\_

**Refund Rationale** (Supporting documentation may be submitted with this form)


An entity status assertion (Small to Micro) was provided to the USPTO on 02/26/2016. However, the online payment system still showed us as Small at the time our maintenance fee payment was paid on 03/02/2016.

**Requester's Contact**

Address Line 1	City	State
1234 Main Street	Kansas City	Missouri
Address Line 2	Country	Zip / Postal Code
Suite 204B	USA	64116
<b>Email Address</b> (USPTO.gov account users should provide the email address they use to sign in)		
jsmith@acmeiplaw.com		
<b>Phone Number</b>		
(555) 501-4102		

## REQUEST FOR REFUND

### Requester's Information

<b>Acknowledgement</b>	
<input checked="" type="checkbox"/> I understand that submission of this request does not guarantee that a refund will be granted.	
<b>Requester's Name</b>	
Jim Smith	
<b>Signature</b>	<b>Date</b>
	05/20/2016

### USE ONLY FOR REQUESTING A REFUND

This collection of information is required by 37 CFR 1.51. The information is required to obtain or retain a benefit by the public which is to file (and by the USPTO to process) an application. Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.11 and 1.14. This collection is estimated to take 10 hours to complete, including gathering, preparing, and submitting the completed application form to the USPTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. **SEND TO: Commissioner for Patents, P.O. Box 1450, Alexandria, VA 22313-1450.**

If you need assistance in completing the form, call 1-800-PTO-9199 and select option 2.