

## **TO CLAIM YOUR E-TRANSFER REFUND**

**Occasionally circumstances arise that require Members to receive a Refund for an Event.**

1. You will have received communication from the Club that you are owed a Refund.
2. Open your electronic banking site
3. Click on the Interac e-Transfer button
4. Click on the Request Money button
5. Recipient is: SLEAC Events (or whatever you have set up)
6. Email is: [events.sleac@gmail.com](mailto:events.sleac@gmail.com)
7. Enter the amount indicated in the Email.
8. Requester is: YOU and your email address. (it should self populate if you have used e-Transfer before)
9. Click on the Next button
10. Review you submission then click on the Request Money button

SLEAC Treasurer