

**Food and Nutrition Services, 1140 Dahlonega Highway, Cumming, GA 30040**

## **STUDENT MEAL ACCOUNT BALANCE OPTIONS**

We must have a request **in writing** to process movement of funds on your student's school meal account.

**Part A:**

Student name:

School:

Student ID#:

Parent Name/Signature: \_\_\_\_\_

I wish to Donate my student's account balance to help others have a school meal (complete Part A)

I wish to Transfer the funds to another student account (complete Part A & B)

I request a Refund Check (complete Part A & C)

### **TRANSFER / REFUND**

**Part B: To transfer funds** to another account, complete the following information:

Student name, school, and student ID# to transfer FROM:

Student name, school, and student ID# to transfer TO:

Amount to be transferred, IF different than balance:

**Part C: To request a refund** you should include the following information. Checks are cut at the end of the month.

Refund check should be made Payable TO:

Postal Mailing address for refund check:

**Mail, email, or fax** this form to our office *to the attention of Missy Anderson*. If you have any questions, please contact Missy Anderson (770) 888-3473 ext. 202422.

Mailing address: Forsyth Co. Schools - Food & Nutrition Services  
1140 Dahlonega Highway  
Cumming, GA 30040  
Attn: Missy Anderson

Email: [manderson@forsyth.k12.ga.us](mailto:manderson@forsyth.k12.ga.us)

**\*No cash refunds are available at school cafeterias.**

Due to the high cost to process and mail checks, refunds for balances of less than \$2.00 must be picked up at the School Nutrition Office. Please contact the School Nutrition Bookkeeper 770-888-3473 x202422 to arrange a time to come by.

“This institution is an equal opportunity provider.”