



Gwinnett County School Nutrition Program, 437 Old Peachtree Road NW, Suwanee, GA 30024

## STUDENT MEAL ACCOUNT BALANCE OPTIONS

We must have a request **in writing** to process movement of funds on your student's school meal account. **Also, please don't forget to stop Auto Payments on MyPaymentsPlus.**

### 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/pay off student meal charges (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:

Transfer funds TO:

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Amount to be transferred, IF different than balance: \_\_\_\_\_

**Part C: To request a refund** you should include the following information.

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 Becca McCleskey*. If you have any questions, please contact Becca McCleskey at (678) 301-6324.

Mailing address: Gwinnett County Public Schools – School Nutrition Program  
437 Old Peachtree Road NW  
Suwanee, GA 30024  
Attn: Becca McCleskey

Fax: (678) 301-6308

Email: [becca\\_mccleskey@gwinnett.k12.ga.us](mailto:becca_mccleskey@gwinnett.k12.ga.us)

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