



# WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

## REQUEST TO WITHDRAW / CANCEL / REFUND AN APPLICATION

**NOTE:** Refunds can be given by Direct Deposit request or by Collecting a cheque, but collecting a cheque will result in a delay as checks are processed once a week and pick up between 9 am – 3 pm Tuesday & Thursday. When a cheque is being collected by a third party a written authorization and valid ID's of both parties are required to be presented upon collection at our Customer Care front desk.

**DO NOT USE LIQUID PAPER OR CORRECTION TAPE, IF AN ERROR IS MADE CROSS OUT AND INITIAL THE CHANGE(S) OR USE A FRESH PAGE**

Withdraw     Refund     Cancel     Direct Deposit     Pick Up

### PERSONAL DETAILS OF APPLICANT

#### Applicant/Employee Name as it appears in Passport

Surname (Last Name) \_\_\_\_\_ Maiden Name \_\_\_\_\_ Given Names (First Names) \_\_\_\_\_  
Nationality \_\_\_\_\_ Date of Birth \_\_\_\_\_ Worker Reference No \_\_\_\_\_

### EMPLOYMENT INFORMATION

**Note:** Any changes in contact details "phone number, PO Box or Email" in past 12 months please provide note of updated details when completing.

Primary Employer Name  Company  Individual \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
P.O. Box \_\_\_\_\_ KY Code \_\_\_\_\_ Email \_\_\_\_\_

### CANCELLATION DETAILS

**Note:** If there is a formal complaint with the cancellation, please attach separately &/or send to WorcComplaints@gov.ky

Explain below or use separate sheet of paper, if necessary

Effective Date to Cancel/Withdraw Application \_\_\_\_\_

Reason for Cancellation/Withdrawal/Refund. Provide further explanation, if applicable.

#### I hereby cancel this application.

All cancellations must include clear copy of photo ID

\_\_\_\_\_  
Name - Print  
  
\_\_\_\_\_  
Signature (Original signature - Not Agency)  
  
\_\_\_\_\_  
Date

#### IMPORTANT INFORMATION

If requesting refund to be returned in a name different from that on the original receipt , your request must be in writing and the following documents must be submitted:

**Sole Traders** - Must submit copy of their Trade & Business License along with copy of Picture ID

**Companies** - Must submit copy of their stamped Annual Return & current Trade & Business License

If multiple persons are listed on the T&B or Annual Return, then each person must submit in writing that they are in agreement to a refund in a single person's name.

### OFFICIAL USE ONLY

	Account	Refund Due: Amount
Application Type _____	_____	_____
Receipt Date _____	_____	_____
Receipt Number _____	_____	_____
Refund Payable To _____	_____	_____
Refund Authorised By _____	_____	Date _____