

Money Order Tracing/Refund Request

This request is to be completed by the purchaser only.

Please mail request to:
LincolnLand Oil
P.O. Box 4307
Springfield, IL 62708

Direct any questions to Customer Service:
Phone: (217) 523-5050
Hours: Monday - Friday
8:00 a.m. - 5:00 p.m.

Instructions:

- Purchaser must complete one form for each money order traced.
- Include the original money order receipt, keeping a copy for your records.
- Enclose a \$15.00 non-refundable processing fee for each request. The processing fee will be deducted from the refunds when a fee is not received.
- A photocopy will not be sent without the fee.
- Incomplete requests or addresses will delay the process. A Request received without a zip code cannot be processed.
- Most requests are processed within 30 days, but please allow up to 65 days for total processing.

Please note:

- A refund will be issued if the money order has not been cashed, provided the Tracing/Refund form is properly completed and signed by the purchaser.
- This is NOT an automatic stop payment. A stop is placed on the money order once a replacement is issued.
- A photocopy of the cashed money order will be provided if it has been paid and the fee is received.
- If you notice alterations to the money order, immediately contact Customer Service at: (217) 523-5050.

MONEY ORDER SERIAL NUMBER: _____ DATE OF CLAIM: _____

Keep top portion for your records; mail bottom portion to LincolnLand Oil

Money Order Serial Number	Dollar Amount	Purchase Date	After standard processing time, do you want your request sent overnight for an additional \$25.00 charge? <input type="radio"/> Yes
Money Order Was: <input type="radio"/> Lost <input type="radio"/> Returned with form <input type="radio"/> Stolen <input type="radio"/> Payable to: _____ <input type="radio"/> Destroyed <input type="radio"/> Not filled in		Purchased At: Address: _____	Purchaser's Name: Address: _____
I understand and agree that 1) I have requested a stop payment be made, if possible 2) it is LincolnLand Oil's decision to stop payment on this money order 3) I am liable for this money order and will repay LincolnLand Oil, its clearing banks and trustees, any and all costs incurred if the original money order must be paid for any reason, and 4) if I find the original money order, I will return it to LincolnLand Oil and use only the new money order provided.			
REFUND CANNOT BE PROCESSED UNLESS SIGNED BY THE PURCHASER, SIGN HERE: _____ Address where replacement check or copy should be mailed. Please print. Request will not be processed without zip code. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____			