



Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services *Manufactured Housing Section*

PROCEDURE: MHS - 16	SUBJECT: ISSUING INSTALLER DECALS
DESCRIPTION AND USE: This procedure concerns the issuance of manufactured home installer decals.	

I. PROVISIONS OF LAW:

Section 320.8249(13), Florida Statutes, provides that: "All installers, dealers, and manufacturers shall purchase installation decals from the Department of Highway Safety and Motor Vehicles for a fee not to exceed \$10 per decal. An installation decal shall be affixed to the manufactured home or mobile home prior to installation (**see Attachment A on page 7**). This decal shall denote the date of installation, the name of the installer, and the number of the installer's license or the dealer or manufacturer's license number. Such decal shall be positioned immediately next to the HUD decal."

II. PROCESS FOR ISSUING INSTALLER DECALS:

- A. The applicant must:
 - 1. Complete a copy of form HSMV-81404, Mobile Home Installation Decal Order Form (**see Attachment B on page 8**).
 - 2. Provide a check, credit card or cash to cover the cost of the number of decals ordered.
- B. The Installer License Section must verify that the decal applicant is a licensed installer.
- C. Verify that the installer has a current certificate of insurance on file.
- D. Verify that the installer's Performance Bond is active with no pending cancellations.

Revisions to this procedure: *Page 1- Added C & D. Page 2-Section C #7 Added deposit time. Page 3- Section D #2 -Added verbiage. Page 4- Section F #7 Added UPS vendor. #8 Updated name. Page 5- Omitted section III (A) (1) (b) and Section III (A) 2-all reference to Fiscal Function form. Form is no longer used. Page 6-Change Attachment L to K. Page 7 Attachment A-updated new form. Page 12- Attachment F-updated form- added billing address zip code & Visa. Page 18- Attachment K removed. Change Attachment L to K.*

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C. **If the payment for decals is made with cash** the Installer License Section must do the following:

1. Prepare a Receipt.
 - a. The white copy of the receipt is given to the applicant.
 - b. The yellow copy of receipt is retained in the Receipt Book.
 - c. The pink copy of the receipt is attached to the application to be provided to the Revenue Section of the Bureau of Accounting with the white copy of the Deposit Ticket (**see Attachment C on page 9**). The yellow copy of the Deposit Slip is retained by the Installer License Section.
2. Fill out a Deposit Ticket (**see Attachment C on page 9**).
3. Get Bank Bag & fill out front of bag as instructed (**see Attachment D on page 10**).
4. Place all cash in Bank Bag with Deposit Ticket.
5. Pull off the number at top of Bank Bag and cut and tape in the Installer License Section Deposit Ticket Book.
6. Rip off label from Bank Bag and seal bag.
7. Take Bank Bag to the department Revenue Section to be deposited by 9:00 am the next day.
8. The Revenue Section makes the deposit

D. **If the payment for decals is made with a check:**

1. The check must meet the following conditions:
 - a. The name and address of the bank must be imprinted on the face of the check.
 - b. The bank routing and transit number must be imprinted on the encoded line at the bottom of the check.
 - c. The customer's account number must be imprinted on the face of the check and appear to the right-hand side of the bank routing and transit number on the encoding line at the bottom of the check.
 - d. The amount of the check must appear clearly on the face of the check and the amount which appears in numbers must correspond to the amount written or typed.
 - e. The check must be clearly signed by the applicant.
 - f. The check must be dated.
 - g. After the Revenue Section makes the deposit it generates the Batch Report from in the Cash Receipt System (CRS) FRVIS (**see Attachment E on page 11**) which is sent to the Installer License Section and authorizes issuing the decals. This authorization will be captured in the FRVIS when the decals are issued.

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2. **If the check was received in the mailroom**, they will use the Cash Receipt System (CRS) to generate a Batch Report for the transaction showing the “Batch Number,” Installer making the payment and the amount of payment (see **Attachment E on page 11**). They will then scan the completed decal application form and CRS Batch Report and send them to the Revenue Section of the Bureau of Accounting. The original paperwork will be picked up for processing by the installer section in the Revenue Office. When the Installer License Section does the process to issue decals on FRVIS, the information from this CRS Batch Report will already be in the system which will authorize issuing the decals.
3. **If the check is delivered from a walk-in customer** the process is identical to taking cash (see II. C. above); however, the check must be stamped showing the following:

<p>PAY TO THE ORDER OF BANK OF AMERICA FOR DEPOSIT ONLY CHIEF FINANCIAL OFFICER OF FL DEPT. OF HIGHWAY SAFETY MOBILE HOME INSTALLER LIC PROGRAM LOCATION 7600801 898042570247</p>
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- E. **If the payment for decals is made with a credit card:**
 1. When the decal issuance procedure in FRVIS is completed (see II. F. below) the system prompts for method of payment (i.e., cash, check or credit card). When credit card is selected you must enter the credit card number and then enter other information about the credit card and credit card holder. To facilitate entering this information and to keep a record of who processed the transaction, a form is used to gather the information (see **Attachment F on page 12**).
 2. When the decal issuance process is complete the specific credit card information on the form is blacked out to protect the customer’s privacy; however, the completed form is filed for later reference.
- F. If all the requirements noted above have been met, the Installer License Section will **enter the order data into the decal issuance system in FRVIS** which shall include the following:
 1. Log on to FRVIS and click on “Issue Decals.” The screen which appears is shown on **Attachment G on page 13**.

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2. Enter installer license number (e.g., 1025125).
3. Tab over and enter Number 1. All the installer data will be displayed on the screen.
4. At the bottom of the screen enter the number of decals to be issued.
5. Click on “OK” then click on “Print.” The FRVIS will count the number of decals to be issued and a box will appear asking if decals were printed correctly. The Installer’s name and license number are printed on the decal. **DO NOT** click on this box until the decals have all been printed and have been checked for accuracy.
6. Tab over to “Fees.” This will show how much money is required to issue the specified number of decals (e.g., 5 decals = \$50.00) and will prompt for method of payment (i.e., cash, check or credit card). In the case of a check, the system will already have been updated by the CRS showing payment.
7. A page will print out for the receipt of fees (**see Attachment E on page 11**). This page is attached to the back of the white copy of the decal order form to hold with the CRS batch sheet from the Revenue Section. The yellow copy goes with the decals back to the installer in a manila envelope along with a new decal order form. These are mailed FEDEX /UPS Ground.
8. A copy of the white decal order form is paper clipped on the envelope containing the decals with a note across the bottom as follows:

TRACKING #
AND
RETD TO KAREN THORSON
MS66

The mailroom will place a sticker on this sheet showing the tracking number. This number will be used if decals get lost in the mail to enable the Installer License Section to track their progress in the mail.

- G. At the beginning of each day after a day where revenue was obtained reports are run summarizing the revenue activity for the previous day. This involves going to the “Cashier, EOD Reports” box in FRVIS. When this box comes up you put in the previous day’s date and enter the number of reports of each type you want (**see Attachment H on page 14**). After checking the output of these reports, click on “Print Reports” which will result in printing two copies of the “DMV Regional Deposit Report” (**see Attachment I on page 15**) and a “Transaction Summary Report” (**see Attachment J on page 16**). In addition a CRS FRVIS Report (**see Attachment E on page 11**) is generated to compare with the “Transaction Summary” and “DMV Regional Deposit Reports.”

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1. One copy of the “Transaction Summary, DMV Regional Deposit, and CRS FRVIS Reports” are stapled together. The amounts on these reports should balance. If they do then one set of these reports is sent to the Revenue Section and the other set is filed in the Installer License Section.
2. The “Create Customer Reports” are given to the supervisor of the Installer License Section to sign if they have a customer’s name. If they do not have a customer’s name they are taken to the Revenue Section.

III. DECAL FEE REFUNDS:

A licensed manufactured home installer may receive a refund for decals purchased if they do not intend to use the decals or if their license has been suspended or revoked. The procedure varies depending on how old the decals are.

A. Refunds for decals purchased prior to the use of FRVIS:

1. Pull the original Decal Order form from batch work.
 - a. Write in red ink on the original Decal Order form “Refunded” and the amount to be refunded and date this entry.
 - b. Complete a Fiscal Function form (**see Attachment K on page 18**). The **Receipt Number** required by this form is from the Batch Sheet; i.e. CSR Report (**see Attachment F on page 12**). The **Control Number** is from the Batch Sheet, and the **Date** is the date the decal fees were received by the Installer License Section.
2. Make one copy of: (1) original Decal Order form with the refund notation; (2) letter requesting the refund, if applicable, and (3) the Fiscal Function form.
3. List the refund in the Refund Book.
4. Send copies of the three documents copied to the Bureau of Accounting which will process the refund and arrange for a check to be issued to the person requesting the refund.

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B. Refunds for decals purchased after the use of FRVIS:

1. Pull the CRS Report where the decals were purchased then log into the CRS. In the CRS enter the control number which appears on the CRS Report and that will bring up all the relevant data.
2. In CRS specify the number of decals for which refunds are due.
3. Then enter the reason code which is **V0001** for “Money Sent In Error,” **V0002** for “Refunds Of Unused Decals Per Departmental Rule 15C2.0073(7)(c),” or **V0003** “License Was Not Issued – Refund License Fee.” When this is done a report will be generated (see **Attachment K on page 18**). A copy of this report must be signed by the Supervisor of the Installer License Section and sent to the Bureau of Accounting refund section.

C. Refunds are available for only three years pursuant to section 215.26(2), Florida Statutes which provides the following: Thus, Application for refunds as provided by this section shall be filed with the Comptroller, except as otherwise provided herein, within 3 years after the right to such refund shall have accrued else such right shall be barred.”

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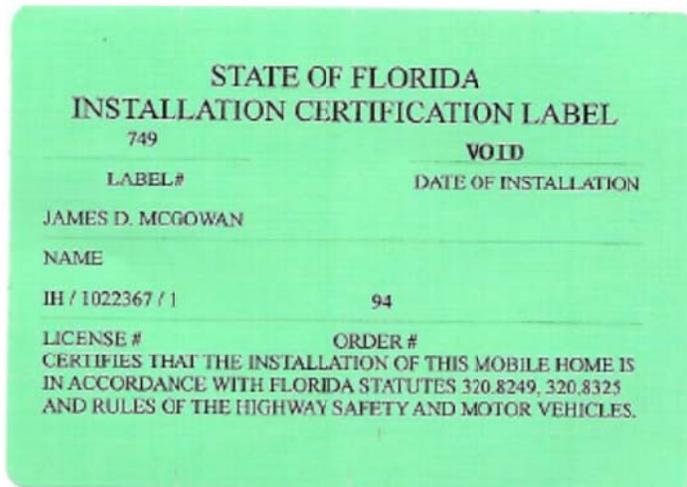
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ATTACHMENT A

**Florida Mobile/Manufactured Home
Installation Decal Form**

License Number: IH / 1022367 / 1 Name: JAMES D. MCGOWAN

Order #: 94	Label #: 749	Manufacturer:	(Check Size of Home)
Homeowner:		Year Model:	Single _____
Address:		Length & Width:	Double _____
City/State/Zip:		Type Longitudinal System:	Triple _____
Phone #:		Type Lateral Arm System:	HUD Label #:
Date Installed:		New Home: _____ Used Home: _____	Soil Bearing / PSF:
Installed Wind Zone:		Data Plate Wind Zone:	Torque Probe / in-lbs:
Note:			Permit #:



INSTRUCTIONS

PLEASE WRITE DATE OF
INSTALLATION AND AFFIX
LABEL NEXT TO HUD LABEL.
USE PERMANENT INK PEN
OR MARKER ONLY.
COMPLETE INFORMATION
ABOVE AND KEEP ON FILE
FOR A MINIMUM OF 2 YEARS.
YOU ARE REQUIRED TO
PROVIDE COPIES WHEN
REQUESTED.

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ATTACHMENT C:

DEPOSIT TICKET

FOR CLEAR COPY PRESS FIRMLY

DATE _____

CHIEF FINANCIAL OFFICER OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY
MOBILE HOME INSTALLER LIC PROGRAM
LOCATION # 7600801

Member FDIC
ACH R/T 063100277



Bank of America

\$

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
PLEASE RE-ENTER TOTAL HERE ▲ TOTAL		
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		

||' 76008010772 ||' | :510600106 | : 898042570247 ||'

TOTAL ITEMS

072

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE FOR ANY APPLICABLE COLLECTION AGREEMENT DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

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ATTACHMENT D

BANK BAG INFORMATION

9 1 5 5 7 9 3 2



INSERT CASH AND COLORED COPY DEPOSIT TICKET IN TOP POUCH



DEPOSIT BAG INSTRUCTIONS:

- 1) Work on a flat surface.
- 2) Complete, remove and retain tear-off receipt for your records.
- 3) Complete ALL information below in BALL POINT PEN.
- 4) Place cash and Non-MICR colored copy of deposit ticket in top pouch of bag.
- 5) Remove trapped air.
- 6) Peel off release liner over sealing strip.
- 7) Press down firmly from center to edges.

From: Customer Name

DEPOSIT SAID TO CONTAIN

Deposit to be credited to account subject to detailed verification of contents

CASH (Coin \$10 Limit only) \$

CHECKS \$

TOTAL \$



TO REMOVE CONTENTS-CUT ALONG THIS DOTTED LINE

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ATTACHMENT E

REPORT FOR 02-02-2011 THRU 02-02-2011
PROGRAM AREA'S TRANSACTION TOTALS

MOBILE HOME INSTALLER – FRVIS

BATCH NO	CRS ID	REMITTER	PROPOSED CUSTOMER	CUSTOMER #	DL #	AMOUNT	STATUS	STATUS DATE	Payment Money Details		
									CK		
231679	6102710002	MUNIE RRUPNARAIN COMMENTS- COUNTY/AGENCY/REPORT:68/30/2238 BATCH	RUPERT JOHN	42227449	R123456789123	150.00	PRO	02-02-2011	CK	150.00	2263
250074	6103436702	DALE'S MOBILE HOME SERVICE INC COMMENTS- COUNTY/AGENCY/REPORT:68/30/2238 BATCH	DALE'S MOBIE HOME SERVICE, INC.			200.00	PRO	02-02-2011	CK	200.00	008879

<http://websphereone/cashreceiptsystem/ProgramAreaReportResults>

Revision Date: 04/05/15

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ATTACHMENT F.

CREDIT CARD FORM

Date

MH Installer's Name

Name on Credit Card

Billing Address Zip Code

Type of Card **-One**
American Express
Discover
MasterCard
Visa

Card #

Expiration Date **Month** **Year**

Security Code **3-digit**

Authorization Given By:

Information Taken By:

Note: Once the credit card transaction is complete, take a pen and completely mark out the Credit card # (except for the last 4 digits) and the security code. Attach this form to the file. copy of the decal order form with a copy of the credit card receipt.

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ATTCHMENT G

INSTALLER DECAL ISSUE SCREEN IN FRVIS

Department of Highway Safety

File Edit Help

MIHFM104 - Original Installer Decal

LICENSE TYPE NUMBER SUFFIX LICENSE STATUS

LICENSEE

FEID NAME

DBA

NAME

PHYSICAL ADDRESS

STREET ADDRESS

CITY ST ZIP CODE

COUNTRY FOREIGN POSTAL CODE

REGION/ZONE COUNTY

MAILING ADDRESS

STREET ADDRESS

CITY ST ZIP CODE

COUNTY

QUANTITY REQUESTED: FEES

COMPLAINTS

RETRIEVE OK; -12 HITS MATCHED PROFILE.

start Department of Highw... 11:52 AM

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ATTACHMENT H

REPORTS SCREEN IN FRVIS

REPORT DATE: 02/02/2011

COPIES

[]	[]	CASHIER DETAIL REPORT
[2]	[]	CASHIER SUMMARY REPORT
[]	[]	TRANSACTION DETAIL
[2]	[]	TRANSACTION SUMMARY
[]	[]	VOIDED TRANSACTION DETAIL
[]	[]	TITLE AUDIT REPORT
[]	[]	DOR TRANS DETAIL REPORT
[]	[]	INITIAL EXEMPT DETAIL
[]	[]	EMISSIONS OVERRIDE REPORT
[]	[]	FEE OVERRIDE REPORT
[]	[]	REFUND REPORT
[]	[]	BAD CHECK TRANS DETAIL REPORT
[2]	[F]	DMV REGIONAL DEPOSIT REPORT

COPIES

[]	[]	OFFLINE DETAIL
[]	[]	OFFLINE VOIDED REPORT
[]	[]	OFFLINE CUMULATIVE
[]	[]	FLEET DETAIL REPORT
[]	[]	FLEET SUMMARY REPORT
[]	[]	DECALS PRINTED REPORT
[]	[]	E – COMM DETAIL REPORT
[]	[]	E – COMM SUMMARY REPORT
[]	[]	HIGH SPEED DETAIL REPORT
[1]	[]	CREATE CUSTOMER REPORT
[]	[]	MERGE CUSTOMER REPORT
[]	[]	REDUCED ANNUAL USE FEE REPORT
[]	[]	NATIONAL GUARD EXEMPTION REPORT
[]	[]	HEAVY VEHICLE USE TAX REPORT

PRINT REPORT(S)

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ATTACHMENT I

REPORT ID: MLOFQ154 COUNTY / AGENCY: 68 / 30 REPORT STATUS:	DIVISION OF MOTOR VEHICLES DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES	PAGE: 1 RUN DATE: 02/03/2011 RUN TIME: 12:39:32
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DMV REGIONAL DEPOSIT REPORT
FOR REPORT DATE:
02/02/2011

TRANSACTION SUMMARY REPORT:	350.00	DAILY DMV PAYMENTS RECEIVED (CREDIT CARD):	(+)	0.00
DMV PAYMENTS USED:	(-) 0.00	TITLE AND REGISTRATION CREDIT CARD:	(+)	0.00
CRS PAYMENTS USED:	(-) 350.00	TOTAL CREDIT CARD RECEIVED:		0.00
DAILY DMV PAYMENTS RECEIVED (CHECK/CASH):	(+) 0.00			
TITLE AND REGISTRATION CREDIT CARD:	(-) 0.00			
TOTAL DEPOSIT:	0.00			

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ATTACHMENT J

MLOFO125A
 COUNTY/AGENCY: 68 30
 REPORT DATE / NO 02/02/2011 2238
 REPORT STATUS: PENDING

FLORIDA DEPARTMENT OF HIGHWAY SAFETY
 TRANSACTION SUMMARY REPORT
 IN COMPLIANCE WITH F.S. 116.01

PAGE : 1
 RUN DATE: 02/03/2011
 RUN TIME: 104258



DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
 P.O. BOX 5775
 TALLAHASSEE, FLORIDA 32314

CHECK NUMBER / WIRE TRANSFER NO _____
 AMOUNT _____

GRAND TOTALS

BRANCH 0.00	SERVICE 0.00	VESSEL CNTY FEE 0.00	RETAINED VESSEL 0.00	COUNTY OH LATE 0.00
BIENNIAL BRANCH 0.00	BIENNIAL SERVICE 0.00	BIENNIAL VESSEL CNTY FEE 0.00	BIENNIAL RETAINED VESSEL 0.00	BAD CHECK PENALTY 0.00
VEHICLE REMIT 350.00	VESSEL REMIT	MAIL 0.00	PROP APP 0.00	FAST TTL 0.00
# TRANS 2		AGENTS FEE 0.00	REMIT TOTALS 350.00	TRANSACTION TOTAL 350.00

TAX COLLECTOR _____

DMV USE ONLY
 CONTROL NO. _____

POSTMARK DATE _____

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ATTACHMENT J continued...

MLOFO125A
 COUNTY/AGENCY: 68 30
 REPORT DATE / NO 02/02/2011 2238
 REPORT STATUS: PENDING

FLORIDA DEPARTMENT OF HIGHWAY SAFETY
 TRANSACTION SUMMARY REPORT
 IN COMPLIANCE WITH F.S. 116.01

PAGE : 1
 RUN DATE: 02/03/2011
 RUN TIME: 104258

TRANSACTION TYPE	#TRANS	PROP APP	RETAINED VESSEL	FAST TTL	BRANCH	SERVICE	MAIL	VESSEL CNTY	AGENTS FEE	REMIT TOTAL	TRANS TOTAL
RENEWAL INSTALLER LICENSE	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00
SUBTOTAL DEALER LICENSE TRANS:	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00
GRAND TOTALS:	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00

*NOT INCLUDED IN TOTALS	COUNTY OH LATE FEE:	0.00	
	BAD CHECK PENALTY FEE:	0.00	
	BIENNIAL SERVICE:	0.00	VEHICLE REMITTANCE AMOUNT:
	BIENNIAL BRANCH	0.00	VESEL REMITANCE AMOUNT:
	BIENNIAL VESSEL CNTY	0.00	
	BIENNIAL RETAINED VESSEL:	0.00	
			350.00

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ATTACHMENT K



Department of Highway Safety and Motor Vehicles

Our Mission Making Highways Safe

Refund and Comments Maintenance Screen

Remitter Name: FORBIS SYSTEMS INC

Remitter Customer Number:

Remitter Address: 1876 TRADW CENTER WAY, NAPLES, FL 34109-0

Userid	Crs Id	Payment Amount	Payment Batch Number
Aliceriley	5000537284	\$150.00	136564
Payment Type		Detail Amount	Check #
CK		\$150.00	061985

TRANSACTION DATA: (Only Non Grey Data Below Can Be Modified)

Customer No.	Program Area	Ref Reason	Status Code	Status Date	Amount
	MOBILE HOME INSTALLER – FRVIS	V003	REFUND REQUESTED	06-28-2010	150.00

COMMENTS

[Browse](#) | [Refund Reason List](#) | [Upd Refs/Coms](#) | [Upd Comments](#) | [Menu](#)