

**For Tournaments:** Please complete the following form and submit with supporting documentation or completed tournament application to the Club Administrator no later than 2 weeks before your deadline. If tournament application has been submitted online please include appropriate registration number and/or confirmation and note on the form below.

*Tournament cancellations can result in a full or partial refund, no refund or a credit voucher for use at a future tournament. For this reason and to keep your team accounts accurate, it is important to communicate any cancellation and expected form of refund to the administrator. The administrator will follow up if needed to ensure proper credit to your team account.*

*Please have any and all refund checks from tournaments (or vendors) sent directly to HSC/Penn Legacy, PO Box 216, Landisville, PA 17538. It is important to not have any checks written to you personally or sent to your address with the intent to submit to HSC/PL. This is to ensure proper cash/check handling as well as to protect any of you who handle these tasks on behalf of HSC/PL.*

**For requests other than tournaments:** Please complete the following form and submit with supporting documentation and/or receipts.

**General Information:** Club checks will be prepared on Tuesdays and Thursdays. Please plan accordingly.

**Penn Legacy Soccer Club**  
**CHECK / TOURNAMENT REQUEST**

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Mail or Email Check Request and supporting documents to:  
 Connie Buzzard (Email: [cbuzzard@comcast.net](mailto:cbuzzard@comcast.net))  
 1330 Hyde Park Drive  
 Lancaster, PA 17601

DESCRIPTION	AMOUNT
<b>TOTAL</b>	\$