Österreichische Nationalbibliothek

Please complete the form using **CAPITAL LETTERS**

APPLICATION FOR REFUND OF A DEPOSIT

Submit completed and signed form including the supporting documents at the Heldenplatz Service Desk, or e-mail a scan to **berechtigungen@onb.ac.at**.

Personal details

Title

Surname / first name

Date of birth

Surname at the time of making the deposit

Address

Street address

ZIP code / city or town

E-mail

Telephone

The original or a photocopy / scan of the deposit receipt has to be submitted. Without this receipt a processing fee will be charged in accordance with the current price list.
An official photo ID has to be shown for collection.
The deposit paid can only be refunded in cash at the Heldenplatz service desk after verification of the required documents (within 3 working days), from Monday to Friday 9.00 a.m. – 8.30 p.m.

....
Date

....
Applicant's signature

To be completed by the Austrian National Library:

☐ Deposit list no. _____   Employee, date ....

Invoice number-payment and date: _____ _____

☐ Approved   ☐ Declined   Employee, date ....

☐ Handling charge

☐ Bank transfer   ☐ Missing proof of payment   Employee, date ....

User ID _____

Entries:
☐ **Amepheas**
Employee, date..

Amount paid out in EUR _____

☐ **Deposit list**
Employee, date..

Receipt no. of deposit refund: _____

☐ **Loan records**
Employee, date..

☐ Valid borrower's card   ☐ Borrowing period expired on...
Checked by employe, date...

☐ Deposit received

....
Date

....
Applicant's signature

Version: August 2023