



# NEW YORK STATE TOWN CLERKS ASSOCIATION

**If you have already registered for Conference  
your registration will automatically shift to the new dates.  
There is no need to do anything else.**

**Should you wish to cancel your registration, please complete the form below.**

If you have already made reservations with The Desmond, these reservations will automatically shift to the new dates. There is no need to do anything else. **Should you need to cancel or change the amount of days for your hotel stay, please contact The Desmond directly at 518-869-8100. Please do not be concerned, should you cancel and have sent any money to The Desmond, it will be refunded in a timely fashion when you make your cancellation.**

## Request a Refund

If you are unable to join us at the 2020 Conference, you may request a refund. Please complete and mail to: NYSTCA, c/o Linda Laird 40 Mill Road, Eastchester, NY 10709 OR Fax to 914-771-3366 OR scan and email to [llaird@eastchester.org](mailto:llaird@eastchester.org).

Once this form has been received, a refund will be issued in a timely manner. Credit card payments will be 'reversed' to the credit card used. Refund checks will be mailed to the address you include below.

NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ NY, ZIP \_\_\_\_\_

TOWN \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FOR INTERNAL PURPOSES ONLY:

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

Amount Refunded: \_\_\_\_\_

Original Check Number: \_\_\_\_\_

Credit Card Credited: \_\_\_\_\_

NYSTCA Refund Check Number: \_\_\_\_\_