Royalty Rebate Request

The Trademark Licensing office is pleased to rebate back to UW Departments royalties paid to a UW licensee for items that were used for internal consumptive purposes and not resold or handed out as a promotional item. Please provide the information below and submit to the Trademark Licensing Office along with a copy of the invoice(s) showing royalties paid.

Royalties are not rebated back to the UW Department until they are received from the licensee. Please note that licensees submit royalties on a quarterly basis.

Department Name: ________________________________

Contact Name: __________________________________

Contact Phone Number: ___________________________

Specific Products that were purchased: ______________

_________________________________________________

_________________________________________________

Please explain how these products were used by the Department: ______________

_________________________________________________

_________________________________________________

In addition to the information above, UW Departments must complete and return the attached Voucher Payment Correction form to the Trademark Licensing Office. Departments must complete the top half of this form to include: voucher number, check number, check date, account, fund, org, budget ref, project ID and the amount.