# REFUND REQUEST APPLICATION

(Refunds must be requested within six months of payment or tag surrender date)

**DATE OF REQUEST:**

<table>
<thead>
<tr>
<th>CUSTOMER INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAST NAME</strong></td>
<td><strong>FIRST NAME</strong></td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>DRIVER LICENSE OR ID CARD NUMBER</td>
</tr>
<tr>
<td>VIN</td>
<td>TAG NUMBER</td>
</tr>
</tbody>
</table>

A refund has been requested for the following reason(s):

- [ ] Duplicate Payment
- [ ] Excise Tax
- [ ] Late Inspection Fee
- [ ] Transfer Tags
- [ ] Unused Registration
- [ ] Personalized Tag Rejected
- [ ] Other:

Date of Payment: __________ Total Payment: $__________ Refund Requested: $__________

For payments received via Credit Card only:

Method of Payment:  
- [ ] Visa  
- [ ] MasterCard  
- [ ] Amex  
- [ ] Discover

Last 4-digits of Credit Card: ____________________

Credit Card Expiration Date: ____________________

## FOR DMV OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>CODE</th>
<th>AMOUNT</th>
<th>SUPER TRAN ID</th>
<th>APPROVED REFUND AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excise Tax Refund</td>
<td>9480</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection Refund</td>
<td>9214</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Refund</td>
<td>9151</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Refund</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Refund Amount</strong></td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Index Code: R0100

<table>
<thead>
<tr>
<th>SERVICE CENTER LOCATION:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR Signature/Operator’s Number:</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Manager Signature:</td>
<td></td>
</tr>
<tr>
<td>Quality Control Manager Signature:</td>
<td></td>
</tr>
<tr>
<td>AFO Representative Signature:</td>
<td></td>
</tr>
</tbody>
</table>

Distribution: White Copy (DMV) - Canary Copy (Customer)
QUICK-TIPS

Complete the entire Refund Request Application and ensure that all requirements are met, based on the reason for the request. Final approval is subject to the review of the DMV Manager or Supervisor.

Please allow 6-8 weeks for the processing of a refund request.

NOTE: Refunds are NOT issued for unused Residential Parking Permit (RPP), Reciprocity, Inspection Stickers, or unused Vehicle registration less than six months.

Refund Requests may be mailed to DC DMV, P.O. Box 90120, Washington, DC 20090, faxed to 202-673-9908 or visit any DMV service center.

You may call 311 in DC or (202) 737-4404 outside of the (202) area code to obtain refund status information.

PLEASE ATTACH SUPPORTING DOCUMENTATION IF REQUESTING A REFUND FOR:

Credit Card Payment, Duplicate Payment or Overpayment
- Payment receipt and any other proofs of payment: a copy of the credit card statement or bank transaction print out

Check or money order Duplicate Payment or Overpayment
- Payment receipt and any other proofs of payment: a copy of the front and back of the cancelled check or money order

Excise Tax Charged
- Payment receipt

Late Inspection Fee
- Inspection payment and certificate receipt

Odometer/Excise Tax
- Inspection certificate or title

Registration - Vehicle Weight Error
- Inspection certificate or title

Unused Registration
- Surrendered tag receipt – Refunds are allocated in six-month increments (at least six months remaining on the expiration date of the registration) and not to exceed 18 months (on a two-year registration), rounding down.

Transfer Tags
- Payment receipt and copy of newly issued registration

Visit our website: www.dmv.dc.gov or call 311 in DC or 202-737-4404 for additional information.

To report waste, fraud, or abuse by any DC Government Agency or official, call the Office of the DC Inspector General at 1-800-521-1639.

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