



REFUND REQUEST APPLICATION

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

DATE OF REQUEST: _____

CUSTOMER INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME	
STREET ADDRESS			CITY		STATE
TELEPHONE NUMBER	DRIVER LICENSE OR ID CARD NUMBER		EMAIL ADDRESS		
VIN		TAG NUMBER	TAG SURRENDER DATE	TAG EXPIRATION DATE	

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

<input type="checkbox"/> Duplicate Payment	<input type="checkbox"/> Excise Tax	<input type="checkbox"/> Late Inspection Fee
<input type="checkbox"/> Transfer Tags	<input type="checkbox"/> Unused Registration	<input type="checkbox"/> Personalized Tag Rejected
<input type="checkbox"/> Other:		
Date of Payment:	Total Payment: \$	Refund Requested: \$

For payments received via Credit Card only:

Method of Payment:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Discover
Last 4-digits of Credit Card:				
Credit Card Expiration Date:				

FOR DMV OFFICIAL USE ONLY

TRANSACTION	CODE	AMOUNT	SUPER TRAN ID	APPROVED REFUND AMOUNT
EXCISE TAX REFUND	9480	\$		\$
INSPECTION REFUND	9214	\$		
REGISTRATION REFUND	9151	\$		
OTHER REFUND:		\$		
TOTAL REFUND AMOUNT		\$		INDEX CODE: R0100

SERVICE CENTER LOCATION:		DATE
CSR SIGNATURE/OPERATOR'S NUMBER:		
SUPERVISOR/MANAGER SIGNATURE:		
QUALITY CONTROL MANAGER SIGNATURE:		
AFO REPRESENTATIVE SIGNATURE:		

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