

## Sales and Use Tax Refund Application

Trade name \_\_\_\_\_ Sales and Use Tax  
Registration No. \_\_\_\_\_

Owner name \_\_\_\_\_ FEIN No. or Social  
Security No. of applicant \_\_\_\_\_

Mailing address \_\_\_\_\_ Telephone No. \_\_\_\_\_

City or town, state & zip code \_\_\_\_\_

The undersigned hereby requests the comptroller to refund sales and use tax in the amount of \$\_\_\_\_\_, less discount previously taken, if applicable, of \$\_\_\_\_\_, for a net refund of \$\_\_\_\_\_. This sum is the amount of sales and use tax that has been improperly paid, or collected and subsequently refunded, by the undersigned for the reasons described below:

\_\_\_\_\_

\_\_\_\_\_

Name (List the names of the persons to whom you paid the tax. If you are a vendor who has refunded or credited tax to customers, list the customers' names.)	Date of sale	Amount of sale	Amount of tax	Date of tax refund/credit*	Amount of tax refund/credit*

If additional space is required, please attach additional sheets and provide the information using the same format.  
\*Complete if you are a vendor who has refunded or credited tax to a customer.

**NOTE:** To expedite this application, non-returnable copies of records supporting the refund request should accompany this form. These records should include, when appropriate, sales and purchase invoices or journals, resale certificates, and cancelled checks corresponding to entries in this application. If it is impractical to forward copies of all supporting documents, the records must be made readily available for review by an employee of the Compliance Division, if requested.

<b>For Office Use Only</b>	
Claim Code _____	Claim No. _____
Amount approved _____	
Liabilities _____	
Check issued _____	
Amount credited _____	
Approved by _____	
Approved by _____	

I HEREBY CERTIFY under the penalties of perjury that I have examined the information set forth in this application including any accompanying schedules or statements and that said information is true, accurate and complete to the best of my knowledge and belief.

\_\_\_\_\_ Signature

\_\_\_\_\_ Print name

\_\_\_\_\_ Title \_\_\_\_\_ Date