



MUNISERVICES

MuniServices Refund Petition
Remit Completed Form with Documentation to:
MuniServices, LLC
Attn: Refunds-TX
PO Box 830725 • Birmingham, AL 35283
Phone (866) 240-3655 • Email: support@muniservices.com

Refund Petition Instructions:

Your petition **must be documented**. The petitioner(s) should attach invoices, receipts, check copies, accrual records, copies of original returns, copies of amended returns and other documentation to the petition sufficient to provide an audit trail. If invoice copies are not attached, then a schedule of the invoices providing invoice date, invoice number, and invoice amount should be attached. Additional documentation may be requested by MuniServices as deemed necessary before a decision can be granted on a refund request.

Failure to complete the MuniServices refund petition properly or to include sufficient documentation supporting your refund claim will delay the processing of your request. **Note: Separate petitions are required for each individual municipality.**

Joint

Direct

Business Information:

_____ *MuniServices Account #*

_____ *FEIN/SSN*

_____ *Legal Business Name or Guest Name*

_____ *Business DBA*

_____ *Mailing Street Address*

_____ *City*

_____ *State*

_____ *Zip*

_____ *Physical Street Address*

_____ *City*

_____ *State*

_____ *Zip*

Total Refund Requested: \$ _____ **From City/Town:** _____
(Circle One) (Name of City / Town)

Tax Period(s) _____

Explain in detail the reason(s) for refund claim (attach additional pages if necessary):

Signatures: A joint petition must bear the signatures of both the property and the guest.

The undersigned hereby makes an application for refund for the above referenced amount for taxes paid by said undersigned to the Tax Trust Account as tax payment for the municipality listed above. Taxes paid by said undersigned to the Tax Trust Account are believed to have been erroneously paid or paid in excess of the amount due or was paid through mistake of fact or law.

_____ *Petitioner's Name (Property)*

_____ *Petitioner's Name (Guest)*

_____ *RDS Account #*

_____ *Telephone #*

_____ *Petitioner's Signature*

_____ *Petitioner's Signature/Title*

_____ *Petitioner's Email Address*

_____ *Petitioner's Email Address*

_____ *Mailing Address*

_____ *Mailing Address*

_____ *City*

_____ *State*

_____ *Zip*

_____ *City*

_____ *State*

_____ *Zip*

_____ *Date Signed*

_____ *Date Signed*

If you have any questions about the Refund Petition requirements, please contact Taxpayer Support at (866) 240-3665 or by emailing support@muniservices.com.