



Refund Petition

MuniServices, LLC
Attn: Refunds
600 Beacon Parkway West
Suite 900
Birmingham, AL 35209

Refund Petition

Note: Separate petitions are required for each type of tax and for each city or county. (Instructions on page 2)

The undersigned hereby makes application for refund of (\$_____)
_____ Dollars. Taxes paid by said
undersigned to MuniServices for (jurisdiction name) _____ for the
license year _____, which amount was erroneously paid or paid in
excess of the amount due or was paid through mistake of fact or law.

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

Signatures: If a petitioner is an individual, the individual must sign. If a petition is a partnership or limited liability partnership, a partner must sign. If a petition is a corporation, an officer of the corporation must sign. If a petition is a limited liability company, a member must sign.

Petitioner's Name (Seller)

MuniServices Account # Telephone #

Petitioner's Signature/Title

Petitioner's Email Address

Mailing Address

City State Zip

Date Signed

Refund Petition Instructions

Note: Failure to complete the MuniServices refund petition properly or to include sufficient documentation supporting your refund claim will delay the processing of your request. If you have any questions about the Refund Petition requirements, please contact Taxpayer Support at (866) 240-3665. You may also email MuniServices at bizlicensesupport@muniservices.com.

Documentation

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, invoice amount, and a description of the merchandise should be attached. Additional documentation may be requested by MuniServices as deemed necessary before a decision can be granted on a refund request.

Mail Completed Petition To:

MuniServices, LLC
Attention: Refunds
600 Beacon Parkway West
Suite 900
Birmingham, AL 35209

For inquiries about refund petitions, please call (866) 240-3665.