

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



MEMORANDUM

TO: Refund Claimant

FROM: Ida Williams *Ida Williams*
Recorder of Deeds

SUBJECT: Claim for Refund

DATE: March 7, 2012

In order to consider a claim for refund, the following documentary evidence is required:

1. Claimant must furnish proof of entitlement to refund request.
2. Claimant must provide a photocopy of the front and back of the cancelled check made payable to the D.C. Treasurer.
3. Claimant and the maker of the check are to be the same person.



Government of the
 District of Columbia
 Office of Tax
 and Revenue
 Recorder of Deeds
 1101 4th Street, SW
 Washington, DC 20024
 Phone (202)727-5374

CLAIM FOR REFUND

Date

mm/dd/yyyy

Property Description:

Square(s) Suffix(es) Lot(s)

Address

Instrument No. Date Recorded

Taxpayer's Name

Address

Telephone Number (Day) (Eve)

Amount Paid: Recordation Tax \$

Transfer Tax \$

Explanation of Claim

Please indicate your reason(s) and attach any evidence you may have to support your claim. You may add attachments if more space is needed.

, first being duly sworn on oath, deposes and says that I am the person who paid the tax herein claimed and that I am lawfully entitled to the refund claimed. And, further hereby affirms under penalty of law that the above statement and representations are true and correct.

Signature of Claimant(s) _____

Subscribed and sworn to before me this day of 20

Notary Public

[Notary Seal]

My commission expires:
mm/dd/yyyy