

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



MEMORANDUM

TO: Refund Claimant

FROM: Ida Williams
Recorder of Deeds

Ida Williams

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

note: If you wish to receive payment via Automated Clearing House (ACH) credit or wire, please provide:

Bank Name: Account Name:

Bank Routing Number: Bank Account Number: