

# How to submit a claim for refund / correction of taxes form digitally

Please note that you should submit a separate claim for each refund you are requesting.


For example, if you are asking for refunds on five different properties you will need to submit five different claims.

Go to the digital submission page [here](#).

Read the cover page and ensure that your situation qualifies for a refund.

Click the next button at the bottom of the page.

Fill out the identifying information.

**CLAIM FOR REFUND / CORRECTION OF TAXES APPLICATION**


Accurately complete all items of this application. A separate application must be completed for each real property parcel, unsecured account number, and for each tax refund requested.

First Name\*

Last Name\*

Parcel / Account Number\*   
Enter as xxx-xxx-xxx-xxx

Tax Year\*   
Enter as YYYY

Date Taxes Paid  

Current Mailing Address

Street Address

City  State / Province / Region

Postal / Zip Code  Country

Email   
We will send updates regarding the status of this submission and/or contact you via this email.

Phone Number

Fill out the section detailing what charges you believe should be refunded.

Tax	<input type="text"/>
Penalty	<input type="text"/>
Fee	<input type="text"/>
Cost	<input type="text"/>
Interest	<input type="text"/>
Total	<input type="text"/>

Please state only the amount you claim should be refunded. Attach tax bill, delinquency notice, and proof of payment.

Write an explanation of the situation and why you believe you qualify for a refund. Include as much detail as possible.

Upload any documents that support your claim.

To upload click the upload button.

Navigate to the location on your device where you have the documents stored.

Select the item and click open.

There is no limit to the number of supplemental documents you can upload.

If you do not have a scanner to create digital documents, we can accept pictures of documents as long as they are legible. There are also many phone applications that can create PDFs using your phone's camera.

The facts that I rely upon to support the requested refund/correction are as follows:

\*

Supporting Documents

File extensions allowed: jpg, png, pdf, doc, docx, xls, xlsx

Fill in the signature section.

By filling this in you agree under penalty of perjury that the information submitted is true, correct, and complete.

Click the Submit button at the bottom to send the claim to our office for consideration.

I hereby declare I hereby declare under penalty of perjury that this application including any accompanying statement(s) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Signature

City

County

Date

If the request is denied, the taxpayer will receive notice by mail.