



CITY OF CHICAGO
DEPARTMENT OF FINANCE

ADMINISTRATIVE HEARING REFUND APPLICATION

Section 1: Applicant Information

Respondent Information: [] Business [] Individual Docket # _____

Respondent Name: _____

If respondent is a business, provide contact name and info: _____

Address _____

City/State/Zip: _____ Telephone #: _____

Email Address: _____ Driver's License #: _____

If applicable, provide state tax offset claim/ IW #: _____

If refund check should be mailed to a different address, please provide below:

Reason for Refund: _____

Refund Amount Requested: \$ _____

Section 2: Proof of Payment

Please provide a copy of:

- Receipt,
Confirmation page or email,
Cancelled check (front and back), or
Bank/Credit Card Statement

If paid electronically, please provide:

If paid by credit card:

First four digits _____
Last four digits _____

If paid by electronic check:

First five digits of the routing # _____
Last five digits of the account # _____

Section 3: Submission of Application

Submit completed application and with proof of payment to: Email: dor_refunds@cityofchicago.org

Mail: Chicago Dept of Finance, 2 N. LaSalle St., Ste 1210, Chicago, IL 60602

For refund status inquiries, please call 312-744-8447.

Section 4: Signature

UNDER PENALTY AS PROVIDED BY LAW, I DECLARE THAT I HAVE EXAMINED THIS CLAIM AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE AND CORRECT. I ACKNOWLEDGE THAT SUBMITTING A FALSE CLAIM FOR REIMBURSEMENT IS PUNISHABLE BY A FINE OF UP TO \$10,000 UNDER SECTION 1-22-020 OF THE MUNICIPAL CODE OF CHICAGO. I ACKNOWLEDGE THAT REFUND PAYMENTS MAY BE APPLIED TO ANY DEBTS DUE AND OWING THE CITY.

PRINT FULL NAME: _____

SIGNATURE: _____

DATE: _____

Section 5:-----For Office Use Only-----

[] DISAPPROVED; DATE APPL NOTIFIED _____
[] APPROVED REFUND AMT: \$: _____
APPROVED BY: _____
APPROVED DATE: _____
PV VOUCHER #: PV27 _____ 2761 _____
CAPS CODE: _____

REFUND TYPE: [] CHECK [] ELECTRONIC
[] NO FDO IN AHMS

Debt Check Results [] No Debt; [] Total Debt \$ _____
Table with 3 columns: Debt Type, Debt Reference, Debt Amount: \$

Debt Checked by: _____ Date: _____