

ALABAMA DEPARTMENT OF REVENUE

SALES, USE & BUSINESS TAX DIVISION

BUSINESS & LICENSE TAX SECTION

Petition For Refund

NOTE: Separate Petitions are Required For Each Type of Tax

Pay \$ _____

The facts set out in this petition and the records of this office justify a refund in the amount shown above.

_____/_____
Manager Date

FOR OFFICE USE ONLY

The undersigned hereby makes application for refund of _____

_____ Dollars, (\$_____)

_____ tax/fee paid by said undersigned to the Alabama

Department of Revenue for the period(s) _____

_____, 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):

Petition	_____
Adjustment	_____
Interest	_____
Amount To Be Refunded	_____
FOR OFFICE USE ONLY	

Documentation: The petition must be documented and you must attach invoices, receipts and other documentation sufficient to justify the issuance of a refund.

Signatures: If a petitioner is an individual, the individual must sign. If a petitioner is a partnership, a partner must sign. If a petitioner is a corporation, an officer of the corporation must sign.

PETITIONER'S NAME ACCOUNT NUMBER FEIN/SSN

D/B/A () TELEPHONE NUMBER

PETITIONER'S SIGNATURE PETITIONER'S TITLE

MAILING ADDRESS

CITY STATE ZIP CODE

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Petition For Refund Filing Instructions

Filing the Proper Petition

There are two types of petitions – **Petition** (form SUBT: RP) and **Joint Petition** (form SUBT: RJ). The Petition requires the signature of only one party and the Joint Petition requires the signature of both parties. No refunds will be issued unless the proper petition is filed.

Documentation

Your petition must be documented. The petitioner must attach invoices, receipts and other documentation to the petition sufficient to justify the issuance of a refund.

Inquiries and Correspondence

Any questions and/or completed petition with documentation should be directed to the appropriate section:

Alabama Department of Revenue
Sales, Use & Business Tax Division
Motor Fuels Section
P. O. Box 327540
Montgomery, AL 36132-7540
(334) 242-9608

Alabama Department of Revenue
Sales, Use & Business Tax Division
Tobacco Tax Section
P. O. Box 327555
Montgomery, AL 36132-7555
(334) 242-9627

Alabama Department of Revenue
Sales, Use & Business Tax Division
Severance & License Section
P. O. Box 327550
Montgomery, AL 36132-7550
(334) 353-7827