

## APPLICATION FOR TAX REFUND

Collecting office name	Collecting tax for: (taxing units)
Present mailing address ( <i>number and street</i> )	
City, town or post office, state, ZIP code	Phone ( <i>area code and number</i> )

**To apply for a tax refund, the taxpayer must complete the following.**

<b>Step 1: Owner's name and address</b>	Owner's name	
	Present mailing address ( <i>number and street</i> )	
	City, town or post office, state, ZIP code	Phone ( <i>area code and number</i> )

<b>Step 2: Describe the property</b>	Legal description ( <i>or attach copy of the tax bill or tax receipt</i> ): _____	
	Address or location of property: _____	
	Account number of property: _____	Tax receipt number: _____

<b>Step 3: Give the tax payment information</b>	Name of Taxing Unit from Which Refund is Requested	Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. _____	_____	_____/_____/_____	\$ _____	\$ _____
	2. _____	_____	_____/_____/_____	\$ _____	\$ _____
	3. _____	_____	_____/_____/_____	\$ _____	\$ _____
	4. _____	_____	_____/_____/_____	\$ _____	\$ _____
	5. _____	_____	_____/_____/_____	\$ _____	\$ _____
	Taxpayer's reason for refund ( <i>attach supporting documentation</i> ): _____				

<b>Step 4: Sign the form</b>	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."	
	sign here  Signature	Date of application for tax refund
	<b>If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.</b>	

<b>Step 5: Tax refund determination</b>	This tax refund is <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
	sign here  Authorized officer	Date
	sign here  Collector(s) of taxing unit(s) for refund applications over ( <i>insert amount for which governing body approval is required under Section 31.11, Tax Code</i> )	Date