DATE RECEIVED:



FOR OFFICE USE ONLY

NICK MATRANGA, LICENSE COMMISSIONER, MOBILE COUNTY

COUNTY OF MOBILE

PETITION FOR TAX REFUND

NOTE: Separate Petitions are Required for Each Account

	kes application for refund of:	claim (attach add	the reasons for the refund ditional pages if necessary)
Sales or Use Tax Leasing / Rental Tax Lodging Tax School Sales or Use Tax TOTAL	<pre>unt requested for each tax type) \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$</pre>		
which was erroneously paid, amount due, or was paid thro			
Petitioner's Legal Name (Seller) - I	Please print	Petitioner's Legal Name (Consumer-Purchaser) - Please print
Account Number	Telephone No.	Account Number	Telephone No.

Petitioner's Signature/Title *PLEASE SEE NOTE BELOW Petitioner's Signature/Title ***PLEASE SEE NOTE BELOW** Print Petitioner's Name Print Petitioner's Name E-mail address E-mail address Mailing Address Mailing Address City City State Zip State Zip Date Date

Complete "Consumer-Purchase" information ONLY for a JOINT PETITION for Refund.

*NOTE: Must be signed by an Officer, Owner, Partner, Member or Legal Representative.

(Instructions on Page 2)

3925-F Michael Boulevard • P.O. Drawer 161009 • Mobile, AL 36616 • (251) 574-4800 • FAX (251) 574-8103



Nick Matranga, LICENSE COMMISSIONER, MOBILE COUNTY

Filing The Proper Petition

There are two types of petitions – Joint Petitions and Direct Petitions. The Joint Petition requires the signatures of both parties to a transaction. The Direct Petition requires the signature of only one party to a transaction. No refunds will be issued unless the proper petition is filed. Listed below are the taxes administered by the Sales and Use Tax Department.

Type of Tax	Petition Required	Signatures Required
Sales and/or Use Tax	Joint*	Seller and Purchaser
Lodging Tax	Joint*	Seller and Purchaser
Rental or Leasing Tax	Joint*	Seller and Purchaser
School Sales and/or Use Tax	Joint*	Seller and Purchaser

*A Direct Petition may be filed if the seller has not collected the tax from the purchaser or if the seller has refunded or credited the tax to the purchaser. Seller MUST document these facts.

NOTE: A Petition for Refund causes an immediate review of petitioner's account(s). Any discrepancies will require explanation and/or reduction of refund requested.

The entity requesting the refund is the entity that remitted taxes to Mobile County. The remitting entity, upon approval of the request, will receive a check from Mobile County.

Required Signatures

The petition must bear the signature of the party involved. If a petitioner is an individual the individual must sign. If a petitioner is a partnership or limited liability partnership, a partner must sign. If a petition is a corporation, an officer of the corporation must sign. If a petitioner is a limited liability company, a member must sign. If a petitioner is a representative of the taxpayer, the Mobile County License Commission's official Power of Attorney (POA) form is required.

Documentation

Your petition must be documented. The petitioner should attach invoices, receipts, check copies, accrual records, copies of returns, and other documentation to the petition sufficient to provide an audit trail. If the invoice copies are not attached then a schedule of the invoices providing invoice date, invoice number, invoice amount, and a description of the merchandise should be attached.

Mail Completed Petition To Address Shown Below:

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