



# MICHIGAN DEPARTMENT OF STATE REFUND REQUEST FORM

State law authorizes the Secretary of State to refund fees only under certain conditions.

PLEASE PRINT OR TYPE INFORMATION REQUESTED

## SECTION A: Applicant Data

All requestors must complete this section. Fields marked with an asterisk (\*) are required.

NAME*		DAYTIME PHONE NUMBER	
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ADDRESS*	CITY*	STATE* <b>MI</b>	ZIP*
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PAYMENT METHOD\*

Cash    Check    Credit Card    EFT    E-check    Other \_\_\_\_\_

DATE OF TRANSACTION*	AMOUNT REQUESTED* \$
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REASON FOR REQUESTING REFUND\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALL SALES TAX REFUNDS:** Please send all sales tax refund requests to the Department of Treasury, Technical Services Section, PO Box 30698, Lansing, MI 48909-8198. For questions regarding sales tax, call 517-636-4230.

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION B: Driver's License, State Identification Card, Driver Reinstatement Fee, or Title Refund Requests

DRIVER'S LICENSE NUMBER OR STATE IDENTIFICATION CARD NUMBER

\_\_\_\_\_

REASON FOR REQUESTING REFUND (CHECK ONLY ONE)

**DRIVER REINSTATEMENT FEE REFUND**

**DRIVER'S LICENSE OR STATE IDENTIFICATION CARD REFUND**

**TITLE REFUND** For a title refund, submit copy of the title application form TR-11C.

VEHICLE IDENTIFICATION NUMBER (VIN)	VEHICLE MAKE	VEHICLE YEAR
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**SEE PAGE 2 OF THIS FORM FOR LICENSE PLATE, TAB, SNOWMOBILE, OR WATERCRAFT REFUND**

**SECTION C: License Plate, Tab, Snowmobile, and Watercraft Refund Requests**

The Michigan Vehicle Code authorizes the Secretary of State to refund vehicle, snowmobile, and watercraft registration fees only under certain conditions. Please read the descriptions and indicate your reason for requesting a refund.

LICENSE PLATE, WATERCRAFT MC, OR SNOWMOBILE REGISTRATION NUMBER	EXPIRATION DATE
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REASON FOR REQUESTING REFUND (CHECK ONLY ONE)

**VEHICLE SOLD**

When you transfer or assign a title of a registered vehicle **before** placing the new license plate or tab on it, you may apply for a refund. Return your registration and **unused** plate or tab **within 30 days** from the date of transfer or title assignment. Your license plate must **never** have been attached to the vehicle or the tabs must have **never** been placed on the plate to be eligible for refund and cancellation of the registration. The plate and/or tab must be returned with this form. There is no provision in Michigan law that allows for a refund when a person registers a snowmobile then sells it. Please provide the date of sale on the line provided below. You may be required to provide proof of the sale or transfer.

\_\_\_\_\_  
ENTER DATE THE VEHICLE OR WATERCRAFT OWNERSHIP WAS TRANSFERRED, SOLD, OR ASSIGNED

**OVERPAYMENT OF REGISTRATION FEES**

Submit a photocopy of the vehicle registration you are now using. Provide detail on page 1 for this transaction.

**DEATH OF VEHICLE OWNER**

When a vehicle or watercraft owner dies, only the **surviving spouse** may apply for a refund for the time remaining on the license plate. A copy of the death certificate is required for review. Submit the owner's original registration, license plate, and a copy of the death certificate.

**SUSPENDED DRIVER'S LICENSE**

If your driver's license is suspended by the Department of State due to a **physical or medical reason**, you may apply for a refund for the time remaining on the license plate. Return your original registration and your license plate and tab.

\_\_\_\_\_  
ENTER DATE YOUR DRIVER'S LICENSE WAS SUSPENDED

**DUAL REGISTRATION**

If, through an error, you purchased more than one Michigan registration for the same vehicle, you may apply for a refund of the license plate and/or tab purchased. You must submit the **unused** plate and/or tab purchased and its corresponding **original registration**. You must also submit a photocopy of the registration that you are now using.

**RETURN THE COMPLETED FORM**, Proof of payment consisting of an original validated document from the Department of State showing the amount paid, as well as the documents specified for the type of refund being requested (see Section B or C of this form). Approved refunds are typically issued from Lansing within six weeks after the completed form and documents are received. Mail to the appropriate address below.

Request for Driver's License, State Identification Card, or Reinstatement Fee Refund	Request for Title, License Plate, Tab, Snowmobile, or Watercraft Refund	Request for Sales Tax Refund
Michigan Department of State Driver Records Activity Unit Lansing, MI 48918  <b>517-636-6406</b>	Michigan Department of State Financial Services Division – Refund Lansing, MI 48918-1422  <b>517-241-9248</b>	Michigan Department of Treasury Technical Services Section PO Box 30698 Lansing, MI 48909-8198  <b>517-636-4230</b>

Please direct questions and inquiries regarding refunds to the Michigan Department of State, Financial Services Division, Refund Unit at **517-241-9248** or at **MDOS-Refund-Unit@michigan.gov**. Hearing-impaired customers may access the Department's telephone number by calling the Michigan Relay Center at **711**. If you need additional accommodation, please contact the Refund Unit.