



## Application for Refund or Credit

**Important:** Applications not fully completed or received without supporting documentation will not be accepted.

Seattle Customer Number	Periods Covered By Claim	Total Refund Claimed
Name of Taxpayer		Phone
Name of Representative (attach a <i>Confidential Tax Information Authorization</i> form if filing on behalf of claimant)		Phone

**If approved, please provide the following information for refund issuance:**

Address for Check	Attention to/Care of	
City	State	Zip Code

**Provide a full explanation on which your claim is based. Use additional sheets if necessary and send all documents necessary to properly substantiate your claim.**

Subject to penalty, I declare that the information provided is true, correct and complete. I do hereby make application for refund or credit, pursuant to SMC 5.55.100, and certify that all taxes for which this claim is filed have been paid.

\_\_\_\_\_  
Claimant's or Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (print)

Mail your completed application and required documents to:

**City of Seattle – Refund Request**

**PO Box 34214**

**Seattle, WA 98124-4214**

Or send via email to: **tax@seattle.gov**

# Instructions for Completing the Application for Refund or Credit Form

## 1. Who should file this form?

A business that is claiming a refund or credit to their account for overpaid City of Seattle business taxes.

## 2. What information needs to be included on the Application form?

All applicable sections must be fully completed, or the application will not be accepted. If a claim is being filed that involves more than one tax registration account, then a separate application must be filed for each account.

The claim must include the following information:

- Taxpayer's name, Seattle Customer Number, address information, and telephone number.
- Representative name and telephone number (*Confidential Tax Information Authorization Form must be included for third-party representatives*).
- Address to use for refund check mailing.
- Total refund amount being claimed.
- Tax classifications and periods affected.
- Basis for the claim.
- Signature of taxpayer or representative.

## 3. What documentation needs to be attached to the form to support this claim?

SMC 5.55.060 requires taxpayers to substantiate refund claims. Please provide copies of filed returns and work papers with corrected figures added in **blue or red pen**. In addition, supporting documentation may include the following items:

- Invoices;
- Proof of refund or credit to customer;
- Detail of bad debts;
- Contracts and other sales documents;
- Apportionment calculation work sheets

## 4. What will happen if this form is not fully completed or if supporting documentation is not attached?

You will be notified that your Application for Credit or Refund was not accepted.

## 5. What tax periods can be included within the claim?

SMC 5.55.100 provides that a refund or credit cannot be made for taxes, penalty, or interest paid more than four years prior to the beginning of the calendar year in which the refund application is made, unless a valid written waiver has been executed.

## 6. What if the records to substantiate my claim contain too many pages to attach them all?

You may provide a detailed spreadsheet containing the transaction information supporting your claim.

## 7. What if my company is currently under an audit conducted by the City of Seattle License and Tax Administration?

Present the completed application and required documentation directly to the Revenue Auditor.

## 8. What if I have questions about my claim?

Call the City of Seattle License and Tax Administration at (206) 684-8484 or send an email inquiry to [tax@seattle.gov](mailto:tax@seattle.gov).

## 9. Where do I mail this form and supporting documents once they are completed?

Please mail your claim to the following address:

**City of Seattle – Refund Request  
PO Box 34214  
Seattle, WA 98124-4214**

Or, email documentation to: [tax@seattle.gov](mailto:tax@seattle.gov).

## Refunds take approximately 6 to 10 weeks to process.

We may contact you for additional information during that time.