

MICHIGAN DEPARTMENT OF STATE REFUND REQUEST FORM

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

SECTION A: Applicant Data (For All Requestors)

Name _____ Telephone (Home) (____) _____

Address _____ Telephone (Work) (____) _____

City _____ State _____ Zip Code _____

If your transaction was originally paid by credit card, please complete the following:

Expiration Date:

Name (please print)

Signature

Date

SUBMIT WITH THIS 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 issued from Lansing about six weeks after the completed form and documents are received.

SECTION B: Driver License, Personal Identification Card, Driver Reinstatement Fee or Title Refund Requests (Sections A and B of this form must be completed)

Date you applied for Driver License, Personal Identification Card or Title _____

Refund amount requested \$ _____ Branch office visited _____

Reason for requesting refund _____

FOR REFUND UNIT USE ONLY:

Check only one:

DRIVER REINSTATEMENT FEE REFUND

DRIVER LICENSE OR PERSONAL IDENTIFICATION CARD REFUND

Driver License or Personal Identification Card Number

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

Vehicle Identification Number _____

Vehicle Make _____ Vehicle Year _____

SALES TAX Please send all sales tax refund requests to the Department of Treasury, Sales, Use and Withholding Tax Division, Treasury Building, Lansing, MI 48922. (517) 636-4730

Return the completed form, proof of payment, and the requested documents to any Secretary of State branch office, or mail to the appropriate address on the back of this form.

Please direct questions and inquiries regarding refunds to the Michigan Department of State, Finance Division, Refund Unit at (517) 241-9248. Hearing-impaired customers may access the department's telephone number by calling the Michigan Relay Center at (800) 649-3777. If you need an additional accommodation, please contact the Refund Unit.

SEE BACK OF THIS FORM TO APPLY FOR A LICENSE PLATE, TAB OR WATERCRAFT REFUND

MICHIGAN DEPARTMENT OF STATE REFUND REQUEST FORM

SECTION C: License Plate, Tab, and Watercraft Refund Requests (Sections A and C of this form must be completed)

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

VEHICLE INFORMATION: License Plate Number _____ Expiration Date _____

REASON FOR REQUESTING REFUND Check only one:

- 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.
- VEHICLE SOLD:** When you transfer or assign 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 not have been placed on the plate to be eligible for a refund and cancellation of the registration. The plate and/or tab must be returned with this form.

Enter the date the vehicle ownership was transferred, sold, or reassigned _____

FOR BRANCH USE ONLY: STAMP WITH DATE CUSTOMER RETURNED DOCUMENTS:

- SUSPENDED DRIVER LICENSE:** If your driver license is suspended 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 the date your license was suspended _____
- DEATH OF VEHICLE OWNER:** When a vehicle 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.
- OVERPAYMENT OF REGISTRATION FEES:** Submit a photocopy of the vehicle registration you are now using.

WATERCRAFT INFORMATION: Watercraft MC Number _____ Expiration Year _____

- WATERCRAFT SOLD:** When the owner transfers ownership of a registered watercraft before placing the decal on the vessel, he or she may apply for a refund. To qualify, **within 30 days of transferring ownership** you must submit the **unattached decal**, the registration, and credit card statement if applicable, showing payment. Enter the date the watercraft was sold _____
- DEATH OF WATERCRAFT OWNER:** When a watercraft owner dies, only the **surviving spouse** may apply for a refund of the time remaining on the watercraft registration. Submit a copy of the death certificate and the watercraft registration.

Return the completed form, proof of payment, and the requested documents to any Secretary of State branch office, or mail to the appropriate address below.

Request for Driver License, Personal Identification Card, or Reinstatement Fee Refund:

Michigan Department of State
Driver Update Unit
Lansing, MI 48918

Request for a Title Refund:

Michigan Department of State
Vehicle Update Unit
Lansing, MI 48918

Request for License Plate, Tab or Watercraft Refund:

Michigan Department of State
Finance Division - Refunds
Lansing, MI 48918-1422