Reset Form

Purchaser Refund Request for a Sales or Use Tax Exemption

Issued under authority of Public Acts 167 of 1933 and 94 of 1937, as amended.

Purchasers that failed to claim an available sales or use tax exemption at the time of purchase can request a refund directly from the Michigan Department of Treasury by filing this form. This form does not apply to all potential refund claims by purchasers. For example, refund claims related to returns of taxable property to a seller or refund claims related to retroactive changes in law are not eligible to use this form. All refund claims made by a purchaser must be made within four years of the original date of purchase.

Mail all documents to: Michigan Department of Treasury, Attn: Tax Technical Services, PO Box 30698, Lansing MI 48909.

Fields marked with an asterisk (*) are required. Please note that a request may be denied if any required fields are left blank.

PURCHASER INFORMATION

*Purchaser Name (Individual or Business)		*Social Security or TR No., or Federal Employer ID No. (FEIN)	
*Address	*City	*State	*ZIP Code
*Contact Person		*Contact Phone Number	

SCHEDULE OF PURCHASES (See instructio ns, page 2; if reporting more purchases, see page 2.)

Purchase Number	Date of Purchase	Price	Tax Refund Requested	Tax Type (Sales or Use)	Description of Property
1		$	$		
2		$	$		
3		$	$		

CALCULATING TOTAL REFUND REQUESTED

1. Subtotal of Refund for Purchase 1, Purchase 2 and Purchase 3	1.	
2. Subtotal of Refund from (all) Supplemental Schedule(s) of Purchases	2.	
3. Total refund requested. Add line 1 and line 2	3.	

SELLER INFORMATION

Seller Name (Individual or Business)		Business Account Number (FEIN or TR Number)	
Seller Address	City	State	ZIP Code

SELLER CERTIFICATION

By signing this statement, I certify that all of the following statements are true with regard to the total refund requested on this form:

1. Michigan sales or use tax was collected from the purchaser for the sales reported on this form. At the time of purchase, the purchaser did not provide notification of an available sales or use tax exemption.
2. All sales reported on this form were reported on a sales/use tax return filed with Treasury and all sales or use tax collected from the purchaser for those sales was remitted to Treasury.
3. A refund of the sales or use tax remitted to Treasury for the sales reported on this form has not been claimed and will not be claimed in the future.

I declare under penalty of perjury that I am authorized to sign this statement on behalf of the Seller and that the information in this statement is true and complete to the best of my knowledge.

*Authorized Seller Signature	Date	Telephone Number
*Authorized Signer's Name (print or type)	*Title	
Store Number/Location of Authorized Signer (if different from address above)		

Report additional purchases on page 2.

Purchaser Name (Individual or Business)	Social Security or TR No., or Federal Employer ID No. (FEIN)
Seller Name (Individual or Business)	Business Account Number (FEIN or TR Number)

INSTRUCTIONS FOR SCHEDULE OF PURCHASES ON PAGE 1: All purchases listed must be from the same seller. Provide the date the transaction took place and a description of the property or service to which your tax refund request relates. Include with this form an exemption claim (for example, Form 3372) and an accurate record of the purchase, including, but not limited to, a paper, electronic, or digital receipt, invoice, or purchase order related to the sale, that includes the date of the purchase and the amount of sales or use tax paid to the seller. Claims will be considered incomplete without these attachments. A purchaser may report up to three transactions on page 1 from the same seller. If more than three transactions from this seller need to be reported, complete and include the additional Schedule of Purchases below. Also, complete the "Total Refund Requested subtotal for this page below" and report on page 1, line 2.

SUPPLEMENTAL SCHEDULE OF PURCHASES

Complete as many copies of this supplemental schedule as needed and include them with page 1 of Form 5633. Each purchase must be made from the same seller and must include the required documentation. Carry the refund subtotals from all schedules to line 2 on page 1.

Purchase Number	Date of Purchase	Price	Tax Refund Requested	Tax Type (Sales or Use)	Description of Property
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		

Tax Refund Requested subtotal for this page. $