



CLAIM FOR REFUND – BUILDING MATERIALS USE TAX

All supporting documentation such as invoices, tax returns, supporting schedules, permits, etc. must be included with this form.

Company Name	Trade Name	Date of Request	
Contact Person	Title	Phone Number	
Mailing Address	City	State	Zip
Jobsite Address	Permit Number	Permit C.O. Date	
Date of Overpayment	Amount of Claim		

Please provide an explanation of your claim. Attach additional sheets if necessary.

Claimant Signature

Under penalties of perjury, I declare that I have examined this Claim for Refund and it is true and correct to the best of my knowledge & belief.

Signature

Date

Printed Name

Title

Application for refund of Building Materials Use Tax must be made within thirty-six (36) months after the date of the Certificate of Occupancy or date of purchase, whichever is sooner. The City may require an audit to be done before the refund is paid.