



# Request for Refund

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**To avoid delays or denial of request, please include:**

- Copy of Financial Statement or Receipt from the fees paid online using the Vehicle Registration Renewal Service.
- Any registration tabs you received.
- Other documentation that will support your refund request such as, verification of vehicle sale/trade-in, total loss or junking of vehicle. These events must have occurred **prior to** paying for the new registration and current registration expiration date.

_____	_____	_____
Legal First Name	Legal Middle Name	Legal Last Name
_____		
Business Name (if applicable)		
_____		
Mailing Address		
_____		
_____	_____	_____
City	State	Zip
_____		
_____	_____	_____
Driver License No.	Date of Birth (DD/MM/YYYY)	
_____		
_____	_____	
Phone Number	Email Address	
_____		
<b>Reason for Request:</b>	I am requesting a refund in the amount of \$ _____	
_____		
_____		

Please fill out the information below or provide a W-9 with this Request for Refund. **We cannot process your request without this information. If you are a foreign national, we cannot process your request without a W-8.**

- Check the appropriate box for federal tax classification
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Individual/sole proprietor or single-member LLC | <input type="checkbox"/> Exempt Payee  | <input type="checkbox"/> Exempt from FATCHA |
| <input type="checkbox"/> Other: _____                                    | <input type="checkbox"/> C Corporation | <input type="checkbox"/> S Corporation      |
|  | <input type="checkbox"/> Partnership   | <input type="checkbox"/> Trust/Estate       |

Social Security Number, Taxpayer Identification Number (TIN) or FEIN: \_\_\_\_\_

I certify under penalty of law ([§ 61-5-303, MCA](#)): The information in this application is true and correct to the best of my knowledge. Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS had notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined one page 2).

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. See the instructions on page 2.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail or Fax this form and the requested information to the PO Box/Fax number listed at the top of this page.**



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## Request for Taxpayer Identification Number (TIN) Instructions

The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your Social Security Number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Department of the Treasury Internal Revenue Service Guidelines for Form W-9. For other entities, it is your Employer Identification Number (EIN).

### General Instructions

Use this form only if you are a U.S. person (including a resident alien) to provide your correct TIN and to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Internal Revenue Code [CFR § 301.7701-7](#)).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

### Montana Requirements:

The State of Montana is required to analyze whether a payment must be reported to the IRS. This form is used as a substitute W-9 which is required if Montana reports a payment to the IRS. If Montana does not have this information, the IRS could penalize the State. Montana's accounting system uses the Taxpayer Identification Number (TIN) as a unique identifier, to ensure the payment goes to the correct person or entity. If you are a foreign national, you must complete a W-8.