

# Refund Application

**ALL SECTIONS OF THIS APPLICATION, INCLUDING A DETAILED EXPLANATION FOR THE REASON FOR REFUND, MUST BE COMPLETED TO PROCESS YOUR REQUEST. PLEASE TYPE OR PRINT ALL INFORMATION. SEE BACK OF REFUND APPLICATION FOR ADDITIONAL INFORMATION.**

<b>APPLICANT</b>	Last Name or Business Name	First Name	Middle Initial	
	Street Address	City	State	Zip Code
	NJ Driver License Number or Corp Code (MVC Business Entity Identification No.)		License Plate Number	Daytime Phone or Cell Number

<b>TYPE AND REASON FOR REFUND</b>	<p><b>This application for a refund of motor vehicle fees is for the following reason:</b></p>		<p><b>Transaction or Receipt No.:</b> _____</p>	
	<p>A. PAAD, Lifeline or SSI</p>		<p><u>Payment method:</u> (Select all that apply)</p>	
	<p>B. Overpayment:</p> <p style="margin-left: 40px;">Amount: \$ _____</p> <p style="margin-left: 40px;">Transaction type: _____</p>		<p>Cash</p> <p>Check</p> <p>Money Order</p>	
	<p>C. MVC or MVC Licensed Dealer processed transaction in error</p>		<p>Debit/Credit Card (last 4 digits) _____</p>	
	<p>D. Other (give details below)</p> <p>_____</p> <p>_____</p>			

I hereby certify that the above information is true and correct. I am aware that if the foregoing statements made by me are willfully false, I am subject to administrative, civil, and/or criminal penalty.

Applicant Name (PRINT)	Applicant Signature	Date
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**FOR OFFICIAL NJMVC USE**

Approved Amount: \$ \_\_\_\_\_ MVC Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Rejected or Denied Reason: \_\_\_\_\_

\_\_\_\_\_

over

## Refund Information

The information listed below outlines instances when the NJMVC can issue a refund. Please thoroughly review the information below. Only apply for a refund if you meet the criteria under "Refundable Transactions."

All refund requests must be submitted with proper documentation and this Refund Application.

### Disputed Transactions

- If a dishonored payment is made or payment is disputed, NJMVC will charge a \$25 fee and void out the transaction in question, pursuant to N.J.S.A. 39:5-36.1.

### Refundable Transactions

- Customers may only apply for a refund for the following **Refundable Transactions within 60 days** of the date of the initial transaction: (certain exemptions apply)
  1. Fees were paid twice for the same document/transaction.
  2. Overpayment of a registration fee applicable to Pharmaceutical Assistance to the Aged and Disabled (PAAD), Lifeline, or SSI recipient.
  3. MVC, or a licensed motor vehicle dealer, processed a transaction in error.

### Exemptions (specially authorized refundable transactions beyond 60 days):

1. Refund of registration fee for members of military- for the number of full months remaining on the registration period for which the vehicle will not be operated on the public roadways of this or any state if the registration certificate and plates are surrendered (N.J.S.A. 39:3-22.1) (Does not apply to spouses).
2. If a commercial motor-drawn vehicle registered for a four-year period is sold or withdrawn from use on the highways, the Chief Administrator may, upon surrender of the vehicle registration and plates, refund \$16 for each full year of unused prepaid registration (N.J.S.A. 39:3-20).
3. Refund of a fee if the application for a road crossing permit is denied or the number of permitted vehicles is reduced by the NJMVC (N.J.S.A. 39:3-26.4).
4. Over-dimensional or overweight vehicle if the permit is canceled before the first day of travel identified on the permit (N.J.A.C. 13:18-1.6) -Contact New Jersey Department of Transportation (NJDOT) at 609-963-2085 or SUPERLOAD.permits@dot.nj.gov.
5. International Registration Plan (IRP) if error by the NJMVC, error by the registrant on mileage application, or an audit shows overpayment (N.J.A.C. 13:18-2.7) -Contact IRP unit at 609-633-9400.
6. Refund for accumulated credit for IFTA fuel taxes paid on fuel, within the two-year period beginning with the end of the reporting period from which the credit was derived (N.J.A.C. 13:18-3.10) -Contact IRP unit at 609-633-9400.
7. Overpayment for IFTA tax within four years after payment of tax (N.J.A.C. 13:18- 3.18) - Contact IRP unit at 609-633-9400.

### HOW TO APPLY FOR A REFUND

1. Complete this Refund Application
2. Gather proper documentation as described below for the refundable transaction:
  - NJMVC transaction receipt
  - NJMVC document issued (e.g. surrendered license plate receipt, if applicable)
  - Credit card used for transaction with credit card statement showing the transaction (if applicable)
  - Government issued photo ID
  - If two different forms of payment were used, must provide documentation for each
  - Proper proof of being a PAAD, Lifeline, or SSI discount recipient (if applicable)

**Note:** Photocopies of supporting documents are accepted via mail; originals are needed for **same-day** refunds issued at an NJMVC Agency.

All others must submit required documentation to:

**NJMVC Refund Unit**  
**225 E. State Street**  
**PO Box 165**  
**Trenton, NJ 08666-0165**  
**Telephone (609) 292-6500 ext. 5075**

**Note- Vehicle sales tax refunds are only handled by the NJ Division of Taxation. To request a refund for vehicle sales tax, please complete the NJ Division of Taxation form [A-3730](#) and mail to:**

NJ Division of Taxation  
Sales Tax Refund Section  
PO Box 289  
Trenton, NJ 08695-0289