



Shelby County Business Revenue Office

200 West College Street, Room 115

Columbiana, AL 35051

Phone: 205-670-6520 • Email: salestax@shelbyal.com

DIRECT PETITION FOR REFUND

Separate Petitions are Required for Each Tax Type

The undersigned hereby makes application for a refund of _____
_____ Dollars. (\$_____)
_____ tax paid by said undersigned to the Shelby
County Business Revenue Office for the period(s) _____,
which amount was erroneously paid or paid in excess of the amount due, or was paid through
mistake or fact of law.

Explain in detail the reasons for refund claim (attach additional pages if necessary).

Signatures: A joint petition must bear the signatures of both the seller and the consumer-purchaser. If a petitioner is an individual, the individual must sign. If a petitioner is a partnership, a partner must sign. If a petitioner is a corporation, an officer of the corporation must sign.

Business Name (Seller)

Petitioner's Name (Print)

Shelby County Account # Phone Number

Petitioner's Signature

Mailing Address

Petitioner's Email Address (Required)

City State Zip

Petitioner's Phone Number

(Instructions on Back)

Filing The Proper Petition

There are two types of petitions – Joint and Direct.

The Joint Petition requires the signatures of both parties to a transaction.

The Direct Petition requires the signature if only one party to a transaction.

No refund will be issued unless the proper petition is filed.

Documentation

1. You must attach copies of you tax return(s) for the month(s) involved in your refund request.
2. If the refund being requested is for a single customer and if all of the following apply, this will be sufficient documentation:
 - A. This is the only tax you remitted on the monthly return.
 - B. The amount being requested as a refund is the exact amount shown on the return.
 - C. You have dated invoices which show this exact amount.
 - D. You have dated checks from the customer showing payment which documents the tax remitted.
3. If the refund being requested was remitted on a return involving more tax than was remitted for the refund involved, then you as the vendor must remit to the Shelby County Business Revenue Department a listing of each customer involved in the return and the tax that was remitted for each customer.

Include copies of the invoices for each customer showing the tax that makes up the total tax remitted.

4. Include receipts, accrual records and other documentation with the petition for refund to provide a sufficient audit and refund determination. If invoice copies are not attached, then a schedule of the invoice is required which provides the invoice date, invoice number, invoice amount and a description of the merchandise.

ALL REFUND REQUESTS ARE SUBJECT TO ON-SITE AUDITS

Mail Completed Petition To:

Shelby County Business Revenue Office
200 West College Street, Room 115
Columbiana, Alabama 35051
Phone: 205-670-6520
Email: salestax@shelbyal.com