

## Instructions for completing refund application:

In order to expedite the processing of your refund, please read the following:

**Step 1.** Complete title number, registration tag and sticker number for the vehicle you are requesting a refund on.

**Step 2.** Please print name and address. (The address reflected on your application is where your refund check will be mailed).

**Step 3.** Be sure to check the appropriate box indicating the type of refund requested and submit the required information.

**A.** The purchase of a single set of tags and/or stickers which have **never been used** and returned during **current** registration year. (The unused set is/has been returned with the registration card.) If you have already returned your tags to an MVA office you will need to submit the following:

1. Application for refund (VR-021) completed.
2. Copy of the registration cancellation receipt and registration card.

**B.** The purchase of a single set of tags and stickers which **have been used and returned with the registration card**, during the first year of the vehicle's multi-year expiration. **(Only the second year's registration fee will be refunded.)**

You will need to submit the following:

1. Application for refund (VR-021) completed.
2. You must request during the first year of the vehicle's multi-year expiration.  
(example: Renewal 7-01-05 - Registration Fee \$128.00 - Expiration Date 07-31-07,  
Refund Requested On 6-15-06, Refund Amount \$64.00.)
3. Copy of the registration cancellation receipt and registration card.

**Note:** Return tags/stickers or registration cancellation receipt (if registration card indicates **Substitute**, a copy of the front and back of both cancelled checks or cash receipt must accompany the request).

**C.** The purchase of a second set of tags and/or stickers for the same vehicle in the registration year. You will need to submit the following:

1. Registration cancellation receipt along with the registration card or unused stickers.
2. Copies of the front and back of both cancelled checks or cash receipts.
3. Indicate the tag and sticker number you are currently using and submit a copy of your current registration card.
4. Application for refund (VR-021) completed.

For further assistance call 1-800-950-1MVA (1682)



VR-021 (04-05)

### Application for Registration Plate Refund

Refund is hereby requested for: (please print)			
↑Title Number	Owner's First Name	Middle Name or Initial	Last Name
Tag Number/Sticker Number	Co-Owner's First Name	Middle Name or Initial	Last Name
Vehicle Identification Number	Street Address		
Telephone Number	City	State	Zip Code
<b>Reason refund requested: See back of form. Both sides must be completed for refund.</b>			
<b>Note:</b> If vehicle owner is deceased, a copy of the Letter of Administration or Legal Heir form must accompany the refund request.			
I certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge, information, and belief.			
Owner's Signature	Date	Co-Owner's Signature	Date

A. The purchase of a single set of tags/stickers which have never been used and returned during the current registration year.

**Note:** 1. Return tags/stickers or registration cancellation receipt.  
2. Original or copy of registration card.

B. The purchase of a single set of tags and stickers **which have been used and returned with the registration card**, during the first year of the vehicle's multi-year expiration. **(Only the second year's registration fee will be refunded.)**

**Note:** 1. Return tags/stickers or registration cancellation receipt (if registration card indicates **substitute**, a copy of the front and back of both cancelled checks or cash receipt must accompany the request).  
2. Original or copy of registration card.

C. The purchase of a second set of tags and/or stickers for the same vehicle and owner. (The unused set is/has been returned along with the registration card.)

**Note:** 1. Return tags/stickers or registration cancellation receipt. If plates and registration card indicate **substitute**, a copy of the front and back of both cancelled checks or cash receipts must accompany the request).  
2. Original or copy of registration card.

I/we are now using: Tag Number: \_\_\_\_\_ Sticker Number: \_\_\_\_\_