



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5300
desplainesil.gov

CITY OF DES PLAINES
REQUEST FOR REFUND
REAL ESTATE TRANSFER TAX

Real Estate Transfer Tax Ordinance M-21-94 contains provisions for the refund for the \$2.00 per thousand dollars in Real Estate Transfer Taxes paid by sellers meeting requirements described in sections 15-7-13 of the Des Plaines City Code Book.

Seller's Name: _____

Address of Property Sold: _____

Date Transfer Tax Paid: _____ Receipt Number: _____

Tax Stamp Number: _____ Stamp Amount Paid: \$ _____

Payable to (Seller's New Address):

Name: _____

Address: _____ Des Plaines, IL 600 _____

Phone Number: _____ Closing Date (new address): _____

I hereby declare that I have paid the City of Des Plaines the required tax in the amount stated on the Release Estate Transfer Declaration form. In accordance with the requirements stated in Ordinance M-21-94, I am submitting this claim for refund. I hereby affirm and declare that the above information is true and correct to the best of my knowledge.

Signature: _____ Date: _____
Seller (Grantor)

RETURN THIS FORM TO: THE CITY OF DES PLAINES, FINANCE DEPARTMENT, 1420 MINER STREET, DES PLAINES IL 60016

REFUNDS CAN TAKE FOUR (4) TO SIX (6) WEEKS TO PROCESS. REFUND CHECKS ARE NOT RELEASED UNTIL THE SALE IS RECORDED AND APPEARS ON THE COOK COUNTY RECORDER OF DEEDS' WEBSITE.

FINANCE DEPARTMENT USE ONLY:

New Address Tax stamp # _____ New Receipt # _____

Stamp Amount Paid: \$ _____

Account # 100-00-000-0000.4160

Refund Amount: \$ _____

Date Paid: _____

Check Number: _____

Approved by: _____

Date: _____