

DC Department of Buildings

REFUND APPLICATION FORM

This form is used to initiate a financial review of funds paid to the DC government for a refund from the Office of the Chief Financial Officer. In order to initiate a refund request, the following documentation is required:

Written Request for Refund; Recipient's Name, FEIN, and Mailing Address; Proof of All Associated Payment(s): Check: Front and back of cashed check; Credit Card: Credit card/bank statement and first six and last four digits of credit card number; Cash; Receipt of payment from the Cashier's Office; Money Order: Money Order Receipt. Please attach all required supporting documentation to this request to avoid any delays in receiving your refund. Mail to: DC Department of Buildings, Office of Residential Inspection, 1100 4th Street SW, Washington, DC 20024

Date Requested: _____

License Number (s):

Invoice Number (s) if applicable:

Name of Licensee:

Premise Address:

Billing Address:

Refund Details Reason for Refund Request:

Evidence attached to support request: Yes/No

Amount Requested: \$ _____ . _____ Method of Payment: _____

Date Posted: _____

Refund Recipient Information

Name:



Company:

Mailing Address:

Phone Number: (____) _____ — _____

Email Address: _____ @ _____

FEIN: _____ or SSN: _____

I certify that the above statements on this application are true and complete to the best knowledge and belief. I agree to comply with all applicable laws and regulations of the District of Columbia. I/We understand that, anyone who makes a false statement on this form can be criminally prosecuted; and, if convicted, fined up to \$1000, imprisoned up to 180 days, or both, under DC Official Code § 22-2405.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

1100 4th Street SW Washington, DC 20024 | 202.442.4311 | dob.dc.gov