



**Maria Pappas, Cook County Treasurer**  
 118 N. Clark St., Room 112  
 Chicago, IL 60602

**WEBSITE**

## Duplicate and Overpayment Refund Application

Clearly fill in each blank below. If you are looking for a refund on 1<sup>st</sup> and 2<sup>nd</sup> installment, please complete a separate application for each installment.

**REASON FOR REFUND (Check One):** Duplicate Payment \_\_\_\_\_ Overpayment \_\_\_\_\_ Paid in Error \_\_\_\_\_

Property Index Number (PIN) \_\_\_\_\_

Volume \_\_\_\_\_ Tax Year \_\_\_\_\_ Installment \_\_\_\_\_

Taxpayer \_\_\_\_\_ In Care of \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone (      ) \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Fax and/or e-mail (if available) \_\_\_\_\_

I hereby certify under penalty of law that I am legally and equitably entitled to the refund claimed hereby; that I have not previously received all or any part of a refund from the Office of the Cook County Treasurer or any other party for the same year, Property Index Number and reason; and that if I am not so entitled, I will indemnify and hold the Office of the Cook County Treasurer harmless from any and all adverse claims to such refund, including costs and attorney's fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attach any and all proof of payment available, such as:**

- Copy of the front side of the canceled check(s) used to pay the taxes for the tax year in question. You need to submit only the copy of the check(s) for the installment that has an overpayment or multiple payments.
- Copies of the teller receipt or receipted tax bill(s) if paid in cash for the tax year and installment in question.
- A letter from any mortgage company, title company or other third party who submitted payment that includes the following: (1) Property Index Number, (2) taxpayer's name, (3) amount(s) paid, and (4) date(s) of payment(s). A copy of your IRS Form 1098 for the corresponding calendar year will be acceptable.

**Mail this completed application (with proof of payment attached) to the Treasurer's Office address above.** Incomplete applications or those with insufficient proof of payment may be returned. Additional information on proof of payment can be found at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com). Contact us at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com), or call us at (312) 443-5100 with any questions.

### For Office Use Only

Amount Due \$ \_\_\_\_\_

Amount Paid	Date Paid
\$ _____	_____
\$ _____	_____
\$ _____	_____
Refund Tax/ Principal	\$ _____
Refund Penalty	\$ _____
Refund Cost	\$ _____
Total Refund Amount	\$ _____

Initiated by _____	Date _____
Proofed by _____	Date _____
Entered by _____	Date _____