



## REFUND APPLICATION DUPLICATE & OVERPAYMENT

**STEP 1** *Fill in each blank below (Please print clearly)*

**1**

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

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

**STEP 2** *Where the check should be mailed*

**2**

Taxpayer Name \_\_\_\_\_ In care of \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

**STEP 3** 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.

**3**

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

**STEP 4** *Proof of Payment*

**4**

- You must submit proof that you paid the taxes for the Tax Year and Installment when the overpayment occurred.
- Please read the instructions about the accepted forms of proof of payment that are on the on the reverse side of this application.
- Incomplete applications or those with insufficient proof of payment will be returned, which will delay your refund.
- If you have questions, please contact us at [cookcountytreasurer.com](http://cookcountytreasurer.com), or call us at (312) 443-5100.

**STEP 5** *Submit the Application*

**5**

Mail this completed application and proof of payment to:

**Cook County Treasurer  
Refund Department  
118 N. Clark St. — Room 112  
Chicago, IL 60602**

## ***"WHY IS IT IMPORTANT TO SUBMIT PROOF OF PAYMENT?"***

The Office of Cook County Treasurer Maria Pappas helps homeowners and other property owners obtain the refunds they are entitled to receive.

Property-tax payments are made on a Property Index Number (PIN). Various parties may pay the taxes on a PIN, such as the current owner, past owner, or a third party, such as a bank.

Proof of payment ensure that refunds go only to those who made the overpayment. It also helps prevent those who file fraudulent claims from obtaining a refund.

### ***Accepted Forms of Proof of Payment***

The documents must show that you paid the taxes for the Tax Year and Installment when the overpayment occurred. Taxes are due in the year after they are passed. For example, Tax Year 2016 taxes were collected in calendar year 2017.

#### **IF YOU PAID BY CASH**

- A copy of your teller receipt.

#### **IF YOU PAID BY PERSONAL CHECK/BUSINESS CHECK**

- A copy of the front of the canceled check(s) used to pay the taxes.

#### **IF YOU PAID BY CASHIER'S CHECK/MONEY ORDER**

- A copy of the customer receipt, or the front of the check or money order.

NOTE: If you cannot locate a copy of the canceled check(s) used to pay taxes, you may submit a copy of the monthly bank statement that shows the corresponding check number and amount of payment.

#### **IF YOU PAID BY ON-LINE PAYMENT AT [COOKCOUNTYTREASURER.COM](http://COOKCOUNTYTREASURER.COM)**

- A copy of your bank statement indicating the transfer of funds to the Treasurer's Office.
- Or a copy of your credit card statement showing payment to the Treasurer's Office.

#### **IF YOU PAID THROUGH YOUR MORTGAGE COMPANY, BANK OR TITLE COMPANY**

- A statement or letter from the company indicating: (1) Property Index Number, (2) taxpayer's name, (3) taxpayer's address, (4) amount(s) paid, and (5) date(s) of payment(s).

TIP: One shortcut for proof of a mortgage company payment is to use a copy of your IRS Form 1098. The lender sends this form to report the interest and taxes paid on your behalf. This form is especially useful if you refinanced, your loan was sold, or the mortgage company cannot be contacted.

Be sure to submit the correct calendar year copy of the Form 1098.

#### **IF YOU PAID MULTIPLE PARCELS WITH ONE CHECK**

- For each refund requested, a list of the PINs paid with that check must be provided with a copy of the front of the check.

**If you have questions, contact us at [cookcountytreasurer.com](http://cookcountytreasurer.com), or (312) 443-5100.**