



**PROPERTY TAX APPEAL BOARD (PTAB) – REFUND APPLICATION**

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

Property Index Number (PIN)	Volume
Tax Year	Docket Number

**STEP 2** *Required Information:*

Taxpayer Name	Attorney Name
	Law Firm
Address	Address
City/State/Zip	City/State/Zip
Daytime Phone	Daytime Phone
Email	Email

I hereby certify, under penalty of law, that I am legally and equitably entitled to the refund based on the referenced Property Tax Appeal Docket No. \_\_\_\_\_; 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, parcel, and reason; and that, if I am not so entitled, and do not return the paid to me, the Cook County Treasurer may debit my PIN(s) in the amount of the principal and interest due to be returned if such PIN(s) is/are owned by me at the time the money is due, and, in addition, 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.

I certify that neither I, nor any person or entity on my behalf, has taken an appeal from this proceeding, or intends to do so. I further certify that I have no knowledge of any other party or intervener to this proceeding taking an appeal. If an appeal is taken and I have received a refund, or portion thereof, in error, I will return the money to the Cook County Treasurer's Office within 30 days of the order finding that all or a portion of the refund I received is in error, or agree that the Cook County Treasurer may debit my PIN(s), if owned by me at the time the money is due.

Taxpayer Signature	Date
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\* Notarize only when Refund is mailed to Attorney

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



\_\_\_\_\_  
Notary Public

**DELIVER OR MAIL ALL APPLICATIONS TO:**  
**Cook County Treasurer**  
Legal Refund Department  
118 N. Clark Street – Room 112  
Chicago, IL 60602

***The following must accompany every PTAB Refund Application:***

- *A copy of the Final Administrative Decision from the Property Tax Appeal Board*
- *Proof of payment for both installments of the appealed tax year*

*Under state law, only the person or entity that paid the taxes may receive any refund from that payment.*

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

**IF YOU PAID BY CASH**

- A photocopy of your teller receipt for the appropriate tax year.

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

- A photocopy of the front and back of both canceled checks used to pay the taxes for the tax year.

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

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

- A photocopy of the customer receipt, or the front of the cashier's checks or money orders for the tax year.

**IF YOU PAID BY ON-LINE PAYMENT AT [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com)**

- Your bank statement indicating the successful transfer of funds to the Cook County Treasurer's Office for the tax year and installment(s).

**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) amounts paid, and (5) dates of payments.

HELPFUL TAXPAYER TIP: One shortcut for proof of a mortgage company payment is to use a copy of your IRS Form 1098. This record, which most taxpayers keep with their income-tax files, is the form that the mortgage company sends to report the interest you paid and the taxes the company paid on your behalf. This is especially useful if you refinanced, your loan was sold, or the mortgage company for a past tax year cannot be contacted. Be sure to submit the correct calendar year copy of the IRS Form 1098 record. (For example, the 2013 property taxes were due in calendar year 2014. As such, your 2014 IRS 1098 form would be your proof of payment for the 2013 property taxes in most cases.)

**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 checks.

**If you have questions, contact us via email at [ptabs@cookcountytreasurer.com](mailto:ptabs@cookcountytreasurer.com)  
or on the web at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com).**